

BOARD OF SUPERVISORS

Brown County



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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Mike Fleck, Vice Chair

Norbert Dantinne, Dave Kaster, Dan Haefs

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, August 24, 2009

Approx. 7:30 p.m. (Following Land Con SubCmte)

Room 161, Ag & Extension Center

1150 Bellevue Street

- I. Call meeting to order.
 - II. Approve/modify agenda.
 - III. Approve/modify minutes of the July 27, 2009.
1. Review minutes of:
 - a) Harbor Commission, 6/8/09.
 - b) Planning Commission Board of Directors Chapter 21 Subdivisions Ordinance Revision Sub-Committee, 6/25/09.
 - c) Revolving Loan Fund Committee, 6/25/09.
 - d) Solid Waste Board, 6/15/09.

Communications

2. Communication from Supervisor Dantinne re: To lower the speed limit on County A in the Town of Scott from 55 to 45. (Referred from August County Board.)

UW-Extension

3. Presentation on Emerald Ash Borer – Viji Pandian, UW-Extension Horticulture Educator.
4. Distribution of Monthly Newsletter Highlighting UW-Extension Education Efforts.
5. Director's Report.

Airport

6. Review Rental Car RFP.
7. Director's Report.

Register of Deeds

8. Request for Budget Transfer (#09-53): Interdepartmental Transfer (including contingency or general fund transfers): Transfer \$275,964 from Fund Balance to: \$9,468 for Salaries; \$122,595 for Real Estate Transfer Taxes; \$142,901 for Fees.

Port and Solid Waste

9. Request for Budget Transfer (#09-65): Reallocation between Budget Categories other than 2b or 3b transfers. (See attached for description.)
10. Request for Budget Transfer (#09-66): Increase in Expenditures with Offsetting Increase in Revenue. (See attached for description.)
11. Budget Status Financial Report for June 30, 2009.
12. Update re: Burning Garbage & Waste in Brown County.
13. Director's Report.

Highway

14. July 2009 Budget to Actual.
15. Grant Application Review (#09-33): Wisconsin Clean Diesel Grant Program.
16. Information regarding a Foreman/Leadman option.
17. Director's Report.

Highway/Planning Commission

18. Updates on CTH GV (standing item).

Planning and Land Services

Planning Commission

19. Budget Status Financial Report for June 30, 2009.
20. Request for Budget Transfer (#09-52): Interdepartmental Transfer (including contingency or general fun transfers): Request to cover the Planning and Land Services Department 2008 deficit in the amount of \$5,593.
21. Request for Budget Transfer (#09-63): Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

Property Listing

22. Budget Status Financial Report for June 30, 2009.

Zoning

23. Budget Status Financial Report for June 30, 2009.
24. Discussion and action regarding annual POWTS maintenance fee notification to property owners not currently on the State mandated three-year maintenance program.

Land Information Office - No agenda items.

Other

25. Audit of bills.
26. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Word97/agendas/plandev/August24_2009

**PROCEEDINGS OF THE BROWN COUNTY
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, July 27, 2009 in Room 161 – AG & Extension Center, 1150 Bellevue Street, Green Bay, WI.

Present: Norb Dantine, Bernie Erickson, Mike Fleck, Dan Haefs, Dave Kaster.
Also Present: Tom Hinz, Judy Knudson, Jack Krueger, Brian Lamers, Chuck Larscheid,
Tom Miller, Chuck Lamine, John Luetscher, Jayme Sellen, Mark Walter
Other Interested Parties.

I. Call Meeting to Order:

Meeting called to order by Chairman Bernie Erickson at 7:18 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to approve the agenda. No vote taken.

Chair Erickson asked to move Item No. 2 to between Items No. 17 and No. 18. He also stated that Items No. 3 and No. 6 are the same; so he requested that Item No. 6 be deleted.

Motion made by Supervisor Dantine and seconded by Supervisor Kaster to approve as modified. MOTION APPROVED UNANIMOUSLY.

(Although shown in proper format here, items were taken out of order.)

III. Approve/Modify Minutes of June 22, 2009, and Special June 30, 2009:

Motion made by Supervisor Fleck and seconded by Supervisor Dantine to approve. MOTION APPROVED UNANIMOUSLY.

1. Review Minutes of:

- a. Code of Ordinances Chapter 21 Subdivisions Update Technical Advisory Committee (TAC) (3/26/09)
- b. Harbor Commission (6/8/2009)
- c. Planning Commission Board of Directors (6/3/2009)
- d. Planning Commission Board of Directors Chapter 21 Subdivisions Ordinance Revision Subcommittee (5/28/2009)

Motion made by Supervisor Dantine and seconded by Supervisor Kaster to suspend the rules and take 1a, b, c, & d together.

MOTION APPROVED UNANIMOUSLY.

Motion made by Supervisor Dantine and seconded by Supervisor Kaster to receive and place on file 1a, b, c, & d.

MOTION APPROVED UNANIMOUSLY.

Item No. 3 taken next.

Communications

2. Communication from Supervisor Erickson re: Look into burning garbage & waste in Brown Co:

Chair Erickson explained to Chuck Larscheid, Solid Waste Department Director, that he is not requesting an immediate response to this; however, in light of the increased landfill fees by the State, he is interested in cost factors, numbers of incinerators, etc. In addition, Chair Erickson would like to know if some of the municipalities would find this favorable in order to reduce "tipping fees." Chair Erickson would like Mr. Larscheid to determine whether or not the tipping fees could cover the cost of the design and infrastructure of such a facility and also research the possibility of garbage-to-energy.

Motion made by Supervisor Dantine and seconded by Supervisor Haefs to refer to Staff to update monthly. MOTION APPROVED UNANIMOUSLY.

(Item No. 18 taken next.)

Bay-Lake Regional Planning Commission/Planning Department

3. Project Report Presentation 2001 Forward:

Mark Walter, Executive Director of Bay-Lake Regional Planning Commission (RPC) reviewed the report of Bay-Lake RPC activities. Mr. Walter noted that 50-60 percent of the current projects are "local projects throughout the region we cover. The other 40 (percent) are regional projects..."

Chair Erickson asked Mr. Walter to return and update the Committee at the December meeting on the accomplishments during the remainder of 2009 and anticipated projects for 2010.

Motion made by Supervisor Fleck and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Planning & Land Services

Planning Commission

4. Grant Application Review (#09-32): Climate Showcase Communities:

Chuck Lamine, Planning Director, stated that by partnering with Bay-Lake RPC, Brown County was able to strengthen this application.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to approve. MOTION APPROVED UNANIMOUSLY.

Supervisor Haefs questioned the contributions of Bay-Lake RPC in Brown County projects. Mr. Lamine stated that his goal is to "manage Bay Lake like it's another one of our staff people...to make sure that I can show you guys you've got your \$85,000 worth..."

Supervisor Krueger noted that Brown County pays \$75 in annual dues to the Glacierland Resource Conservation and Development who can provide assistance in grant-writing and many other areas. He recommended utilizing the services of that organization more often and taking advantage of those available opportunities. Chair Erickson suggested inviting Greg Hines of Glacierland to the next Committee meeting.

5. Report regarding Brown County Planning Commission activities:

Mr. Lamine reviewed the report outlining the services provided by the Brown County Planning Commission. He stated that the total tax levy for this department is about 37 percent without Bay-Lake RPC and approximately 44 percent with Bay-Lake RPC. Mr.

Lamine said that because of the need to reduce staff, it is his goal to increase the partnership with Bay-Lake RPC.

Chair Erickson suggested that Mr. Lamine present an update to the Committee at the same time as the Bay-Lake RPC update.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY.

6. Report regarding Bay Lake Regional Planning Commission activities: (See Item #3)

7. Staff update on potential sale and development options of land south and east of the Brown County jail site:

Mr. Lamine stated that the VA is interested in locating a new 160,000 square foot "mega-clinic" in Brown County that would employ 250 people, and Brown County submitted a proposal for consideration of land (approximately 25 acres) at the County farm property. There have been meetings with the Schmitt Park Neighborhood Association and the Lake Largo Neighborhood Association in the past month; and general support of the project, with some conditions, has been received.

Supervisor Krueger stated that he has been working with the County Veterans Office and with Congressman Kagen, who has been instrumental in bringing this surgical clinic to Brown County. He stated that he thinks this is a tremendous plus. He also said the Hwy. 41 requirement had been broadened; and within the past 2 months the VA has decided that the location should be on the northeast side of Green Bay in Brown County.

Chair Erickson stated that this could be an economic boost to the area, in addition to the 250 jobs.

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Highway/Planning Commission

8. Updates on CTH GV (standing item):

Motion made by Supervisor Kaster and seconded by Supervisor Dantine to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Highway

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to suspend the rules and take Items No. 9 and No. 11 together. MOTION APPROVED UNANIMOUSLY.

9. Review of Rights of Landowners – Wisconsin Statutes:

Cleo Klubertanz, Brown County Highway Department--Driveway & RW Permits, stated Brown County follows the rules and procedures outlined in "THE RIGHTS OF LANDOWNERS Under Wisconsin Eminent Domain Law." He stated that the landowners receive this pamphlet at least 2 weeks prior to contact by Brown County. Mr. Klubertanz summarized the process for the Committee.

Supervisor Haefs commented that he thinks landowners are treated fairly moneywise. Although he appreciates that there can be sentimental concerns, Supervisor Haefs indicated that, concerning the rights of the property owner, they do have a lot of protection in these situations.

Supervisor Kaster expressed concern about the value of the remaining properties after a project is completed. He stated that at times landowners end up with property that, because of the completion of the project and the resulting changes in that area, could become unsellable due to no fault of their own.

Mr. Klubertanz estimated that there are approximately 30-40 eminent domain situations annually in Brown County.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file Items No. 9 and No. 11. MOTION APPROVED UNANIMOUSLY.

10. June 2009 Budget to Actual:

Motion made by Supervisor Fleck and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Item No. 12 taken at this time.

11. Review State Formula or Procedure Pertaining to County Obtaining Property:
(See Item No. 9 for Motion.)

12. Discussion with Possible Action re: Leftover Funding from HwyV/LimeKiln Project:
Brian Lamers, Highway Commissioner, stated that these are bonded funds. A portion (approximately \$250,000) will be spent to recondition the road. The remaining funds can be used either on any other projects listed in that bonding or it will be sent back to pay off interest payments.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY.

13. Director's Report:

Mr. Lamers distributed a draft of the Highway Department Union Lead Worker job description (copy attached). Chair Erickson stated that this should be on the agenda for next month.

Mr. Lamers distributed a summary of Highway Department employees working over 12 hours (copy attached).

Mr. Lamers stated that there were 6 internal candidates for the Assistant Superintendent position that should be interviewed in mid-August. He has asked a State Department of Transportation representative who would not know the candidates to assist in these interviews.

Mr. Lamers said the roundabout on Highway EB should be open in August. He also emphasized that the project on Highway GV needs to be completed by June 2013 in order to obtain Chip-D Funds in the amount of \$450,000.

At this point Mr. Haefs referred to the attachment concerning employees working over 12 hours. He indicated that he wanted to emphasize that the Highway Department never manipulated the system to create 12-, 13-, and 14-hour days and said "That's the key issue here." He continued by saying the Highway Department's overtime has always been by need. Chair Erickson asked that this report be continued monthly for the time being.

Motion made by Supervisor Dantine and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Airport

14. Legal Opinion from Corporation Counsel John Leutscher regarding the Gift Shop Minimum Annual Guarantee:

Attorney John Leutscher reviewed the terms of the contract and distributed a hand-out showing some examples for clarification (copy attached). He explained that this is the 3rd year of a 10-year lease. The Minimum Annual Guarantee (MAG) is \$114,400 this year or 16 percent of gross receipts whichever is greater; this is payable on a monthly basis in the amount of \$9,533 per month. The abatement clause in the lease provides relief to the tenant if the number of persons boarding flights falls significantly; if the number of enplanements is lower than 75 percent of the number of enplanements for the same month in the preceding year or the year immediately preceding the contract year (2006) then the MAG is abated and tenant simply pays 15 percent of gross receipts. Mr. Leutscher stated that in 4 of the first 6 months, the MAG has been abated. He also stated that although this is a complicated lease, he has been told that this is common to the industry.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to suspend the rules to open the floor. MOTION APPROVED UNANIMOUSLY.

Mr. Jack Hill, 4551 Reforestation Road, Green Bay, Wisconsin, addressed the Committee. He stated that he has not received the June results as of today. He continued that the economy is having a greater impact than the traffic count, because "our sales figures are continuously going down." He estimates paying 26 percent of his gross sales for rent in 2009. He stated that he has been a partner of the County for almost 40 years, and that he has taken all the risk, invested all the dollars, and has guaranteed the County rent which is "5 times which you can rent for the top mall in the state right now." He stated that he thinks the MAG needs to be reassessed. He explained that it is a matter of survival if he is required to guarantee \$10,000 per month. He expressed concern as to whether or not he would be required to pay the abated amounts at year-end.

Mr. Leutscher stated that there is a procedure in the lease requiring reconciliation in case one has overpaid the other (the MAG vs. the 16 percent) at year-end; and this pertains to those months that the MAG was paid. Mr. Leutscher said once the rent has been abated for a month, there would not be a requirement to pay more for rent for that month.

Supervisor Haefs asked for clarification since both parties agree with the interpretation of the lease. He pointed out that Mr. Hill has a protection that most businesses do not have. Mr. Hill explained that the MAG amounts to \$60 per square foot and in these times that amount is exorbitant. Supervisor Haefs asked for clarification again as to what Mr. Hill was requesting. Mr. Leutscher explained that Mr. Hill would like to renegotiate the balance of the lease reducing the MAG to \$5,000 per month or \$60,000 per year and leave the percentages. Mr. Hill agreed. Supervisor Haefs explained that he is hesitant to make a decision tonight to renegotiate this lease, because many taxpayers are experiencing the economic trends without a protection like the one already built into this lease.

Chair Erickson asked about the other businesses located at the airport and whether or not those businesses had the same type of contract. Mr. Leutscher stated that his understanding is that all the businesses there are under a similar structure—either a percentage of gross or MAG. Mr. Hill stated that basing his rent on traffic count was fine when the contract was initiated; however, it is not affordable now.

Mrs. Donna Hill, 4551 Reforestation Road, Green Bay, Wisconsin, stated that many products had to be discontinued because of new rules by the TSA (Transportation Security Administration). She said the traffic is just not there.

Mr. Hill said the County put a sign in front of his shop that says "Cheese Shop." He said the restaurant is selling package cheese and is paying half the percentage that he is. He continued by saying that he was told there is no exclusives in the airport; however, he cannot sell bottles of water, because it is a restaurant exclusive.

Motion made by Supervisor Haefs and seconded by Supervisor Kaster to return to regular order of business. MOTION APPROVED UNANIMOUSLY.

Supervisor Krueger said that when this contract was drawn up, he understood that the choice was to sign with a local business person. That weighed heavily in the decision of the Board even though that was not the recommendation of the Staff at that time. He opined that he thinks there have been some concessions made already. He stated that he knows of a restaurant that is experiencing a decrease of 62 percent in business, and the expenses for that restaurant continue. He did not support reopening the contract at this point, because the other businesses at the airport will come in to have contracts renegotiated.

Supervisor Haefs verified with those present that the agreement had not been burdensome until this year due to the down-turn in the economy. He continued by saying if the long-term trend at the airport showed reduced enplanements, he would be more willing to renegotiate the terms. However, he stated at this point in time he would leave it at it is, monitor it, and address it in the future.

Supervisor Fleck asked for additional information on the "cheese issue." Tom Miller, Airport Director, explained that his understanding was that the cheese issue with the TSA came up before this contract was negotiated with the gift shop. And he said this has to do with spreadable/pourable product that is not allowed by the TSA. However, blocks of cheese can be sold. He said there is a procedure wherein the gift shop could sell bottles of wine and deliver those to the passenger on the plane; however, the gift shop has chosen not to do that.

Supervisor Fleck asked about the exclusive sales with the restaurant. Mr. Miller explained: Until 1997 the Hills could not sell any food products whatsoever. Retail space became available; and the Hills chose to occupy that space provided they could sell food items. The restaurant operator conceded their exclusive agreement with the airport to allow the Hills to sell packaged cheese and food products as long as they were not packaged in single-serving-size containers.

Supervisor Fleck stated that he does not think there is reason to change the contract at this time. Supervisor Haefs said the downturn in economy does not trigger the renegotiations here and opined that it was a little soon to start that process. Supervisor Haefs said it would be only fair to renegotiate all of the contracts at the airport.

Mr. Hill asked about the issue of allowing the restaurant to sell cheese, and questioned why his shop cannot sell bottled water. He said that Mr. Miller indicated that there are no more exclusives because of Federal subsidies. Mr. Miller stated that any new leases that are negotiated are no longer exclusive, and the restaurant lease expires in May, 2010. Conditions of the new lease will not include any exclusives; but until the lease expires, the restaurant still has the exclusive authority to sell the other food items.

Supervisor Kaster expressed concern about the effects on the contracts with other vendors; he said he does understand what the Hills are going through because of the numerous calls he has received from those concerned about paying their taxes. Chair Erickson said because he is in commissioned sales, he is aware that sales are down dramatically, too.

Supervisor Dantine requested that information concerning enplanements could be received monthly for the next few months. Mr. Miller will add to the financial section of his monthly report.

Motion made by Supervisor Haefs and seconded by Supervisor Dantine to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Supervisor Haefs wanted to inform Mr. and Mrs. Hill that this is a Committee recommendation; and Mr. and Mrs. Hill can present this issue to the County Board on the 3rd Wednesday of each month. Chair Erickson explained that there is a time during the beginning of the County Board Monthly Meeting when comments from the public regarding agenda items are allowed; and if the Hills wish to address the County Board, they should bring any handouts and speak at that time.

15. Roof Bid Replacement on the Terminal (bid tabulation sheet distributed at meeting)

Mr. Miller stated that there is a section of the terminal building that is over 20 years old and occasionally leaks. He said it is a budgeted item in the 2009 Budget, and the low bidder is Northern Metal & Roofing. Mr. Miller reported that the optional bid is to re-roof a section of the canopy area by the main entrance which has been an on-going problem for the past couple of years. He explained that in the spring when temperatures rise above freezing during the daytime, the water runs down onto the sidewalk and then freezes when the temperatures drop. Mr. Miller recommends that both of those be approved for the low-bidder.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to accept Northern Metal & Roofing as the low-bidders. MOTION APPROVED UNANIMOUSLY.

Supervisor Dantine asked if Northern Metal & Roofing had been checked out; Mr. Miller stated that this all went through Purchasing, so he is assuming this has been done. Mr. Miller also stated that Northern Metal & Roofing had done work for Brown County in the past.

16. Airport Financials:

Mr. Miller stated that through the end of June the expenses are under budget. He explained that while the revenue is down, it does not reflect the stimulus grant for \$2.265 million to repair a portion of the north-south runway. It also does not include the snow removal equipment building that will be bid on Friday by the State, which will utilize Federal Aviation Administration (FAA) grant dollars. He summarized by saying he is not worried about the status of the budget.

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY.

17. Director's Report:

Mr. Miller said he will be going to the Chamber of Commerce Board Meeting on Thursday morning to present an update on the airline service status for Green Bay. He said he has made several airlines visits; some have been more beneficial than others. United has added several trips to Chicago and are looking at other possibilities. He indicated that he felt the trip to Delta in Atlanta was frustrating; because Delta has in place an unchangeable plan that will affect virtually all Wisconsin airports. This plan restricts flights from bypassing Delta hub locations, thereby eliminating direct flights into Green Bay from Atlanta and other locations. When Supervisor Kaster asked the reason for this, Mr. Miller explained that Delta has purchased a lot of airplanes.

Supervisor Dantine asked if there was any progress on the issue of burning garbage from international flights. Mr. Miller said there was a ceremonial sterilization of the first international trash on July 20; this was for trash from an international flight from Iceland that was sterilized according to USDA requirements. He stated that "the word is getting out; we've created a brochure; and US Customs is using that brochure this week down at EAA (Experimental Aircraft Association)...to corporate travelers who regularly come in from Europe. So we are hoping to develop that, and we have taken out several ads in trade publications to try to promote it."

Mr. Miller continued by saying the full-scale, tri-annual airport emergency exercise is August 5, 2009. People will start arriving about 9:00 a.m., and the exercise will continue until about noon. This will include simulated victims, ambulance response, triage, and handling of a major disaster. Emergency government, Red Cross, Salvation Army, and many fire and police departments will participate. He estimated involving about 300 people.

Concerning the Highway 41 project, Mr. Miller stated that there is a meeting with the DOT (Department of Transportation) in September to address the issue of two storm water retention ponds that are being proposed as a part of that reconstruction. (Because these are within 10,000 feet of one of the runways at the airport, this is not allowed under FAA regulations.)

Chair Erickson asked if an increase in traffic and fuel sales was expected due to the events being held at the EAA. Mr. Miller estimated about 150 airplanes during that time. He said, for the most part, they are smaller airplanes; so fuel sales would not be greatly affected.

Motion made by Supervisor Fleck and seconded by Supervisor Dantine to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Port & Solid Waste

Item No. 2 taken at this time.

18. **Foreign Trade Zone Subzone Operations Agreement – Request for Approval:**
Mr. Larscheid reported that this is a 5-year agreement, and Brown County would be paid \$250 for each month that machinery is worked on. He indicated that there had not been much activity in the other subzones during the past couple of years. Further, it does not cost Brown County anything.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to approve. MOTION APPROVED UNANIMOUSLY.

19. **Resolution re: To increase Brown County's Solid Waste Disposal Fee by the Current State of Wisconsin Increase:**
Mr. Larscheid stated that this has been discussed in the past. Brown County currently pays \$30 per ton, and the State is increasing this to \$37.10 per ton. He said even if this gets passed, Brown County will be losing \$500,000 in the funds this year.

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to approve. Vote taken. Ayes: 4 (Dantine, Erickson, Fleck, Kaster); Nays: 1 (Haefs). MOTION CARRIED.

Chair Erickson reported that he called Senator Dave Hansen and asked about this issue. He said Senator Hansen told him that there is garbage coming in from across the state line. When Chair Erickson challenged this, Senator Hansen told him that this was interstate commerce. Chair Erickson expressed that he did not accept this.

Supervisor Haefs opined that sending resolutions "means nothing" and that the County Board should take a more public stance, such as carrying signs around the State Capitol in protest or printing checks that are physically large to present to Governor Doyle from the taxpayers of Brown County. He said you almost need civil disobedience in these areas to produce results and has been told that there are numerous items in the State Budget being passed on to Brown County to collect from its taxpayers.

Supervisor Krueger said that the people to blame are those who passed the State Budget.

20. Director's Report:

Mr. Larscheid reported the following:

- The single-stream open house went well; there were about 400 people on July 13.
- There is an effort with the solid waste consultant to determine the reason that only 75 percent of the expected landfill gas is being received from the gas-energy system.
- The stimulus grant through the National Oceanic and Atmospheric Association for CAT Island was rejected, so those funds will not be available.
- Concerning Fox River pcb (polychlorinated biphenyl) cleanup, there is discovery by attorneys taking place now for the lawsuits by paper mills against Brown County, Green Bay, and the Corps of Engineers. The attorneys are sending affidavits, etc. pertaining to the navigation channel dredging over the years. Through February, 2009, 80 percent of Brown County's legal fees have been paid by the insurance company. Brown County has to pay the remaining 20 percent. There have been no developments yet, and Brown County continues to fight that lawsuit.
- The new contract for the transfer station with Badgerland Hauling starts August 1. A "punch list" of items has been started, as though this is a new contractor, in order to have any damage to the facility, etc. addressed prior to the August 1st start of the new contract. Badgerland is also hauling recyclables to the new single-stream facility as of June 29.
- There has been work with staff subcommittee to coordinate Brown County's effort for emerald ash borer that has recently been found in the area.
- Work is taking place with Outagamie and Winnebago Counties to expand contracted household hazardous waste services in an effort to generate revenue for Brown County.

Motion made by Supervisor Fleck and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY.

After conversation, Judy Knudsen, Family Living Education Department Head at UW Extension, stated that she would include an item on the August agenda concerning the emerald ash borer.

UW Extension

21. Grant Application Review (#09-31): Brown County Fruit and Vegetable Access Audit:

Ms. Knudsen said this is an audit to look at some of the needs of the low income population and access to nutritious foods using State dollars. She further stated that this is a 1-year grant.

Motion made by Supervisor Kaster and seconded by Supervisor Dantine to approve. MOTION APPROVED UNANIMOUSLY.

22. Resolution re: Change in Table of Organization UW-Extension Department Addition of Limited Term Employee (Fruit and Vegetable Access Coordinator):

Ms. Knudsen said this would be paid for by the Grant (Item No. 21) with no Brown County dollars.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to approve. MOTION APPROVED UNANIMOUSLY.

23. Resolution re: Change in Table of Organization UW-Extension Department Addition of Limited Term Employee (Healthy Lifestyles Youth Coordinator):

Ms. Knudsen said these are Federal dollars received by the Boys and Girls Clubs. Then the Boys and Girls Clubs contract with UW-Extension Department to provide nutrition education to the children who go to Boys and Girls Clubs. She said this is all external dollars.

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to approve. MOTION APPROVED UNANIMOUSLY.

24. Director's Report:

Ms. Knudsen reported that emerald ash borer was found Thursday near the Neville Public Museum. There will be a press release by the DNR (Department of Natural Resources). There is an internal Brown County committee working on this with staff in the Planning Department, UW-Extension, Port Solid Waste, Emergency Government, and a group of urban foresters. Although it is not known how widely spread this is, Ms. Knudsen stated that typically if there is one, there are lots of them. She also stated that they are oftentimes found near water. She said she will have the horticulture educator attend the next meeting with a short presentation.

Ms. Knudsen said that a lot of time is being spent working with farmers to help them remain financially viable with the current milk prices and the drought situation. Supervisor Kaster asked for information concerning where those at local farmers' markets are coming from—whether they are local farmers or not. Ms. Knudsen will e-mail the Committee with that information. Supervisor Haefs cautioned the Committee on this because Brown County farmers could be taking produce to other areas as well. She said there are also efforts to start an 8th community garden for next year, because there is a demand.

Ms. Knudsen reported that UW-Extension is getting ready for the Brown County Fair in mid-August; and it looks like everything is on course.

Ms. Knudsen distributed the UW-Extension financial reports (copy attached).

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Register of Deeds

25. Budget Status Financial Report for June 2009. No other Agenda items.

Motion made by Supervisor Kaster and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Land Information Office – No Agenda Items.

Property Listing – No Agenda Items.

Zoning – No Agenda Items.

Other

26. Resolution re: Requesting that the State of Wisconsin Department of Transportation Exclude Roundabouts in that portion of the US-41 Project Involving Roads in Brown County:

Motion made by Supervisor Haefs and seconded by Supervisor Kaster to receive and place on file. **MOTION APPROVED UNANIMOUSLY.**

27. Audit of Bills:

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to approve payment of bills. **MOTION APPROVED UNANIMOUSLY.**

22. Such Other Matters as Authorized by Law: None.

Motion made by Supervisor Dantine and seconded by Supervisor Kaster to adjourn at 10:40 p.m. **MOTION APPROVED UNANIMOUSLY.**

Respectfully submitted,

Lisa M. Alexander
Recording Secretary

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

Approved:

7/20/2009

CHARLES J. LARSCHIED

PORT AND SOLID WASTE DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on Monday, **JUNE 8, 2009**, 11:30AM
at Holiday Inn – City Centre, Green Bay, WI.

The meeting was officially called to order by President McKloskey at 11:30am.

1) Roll Call:

Present: President Neil McKloskey
Vice-President Tom Van Drasek
Commissioner John Gower (arrived at 11:40am)
Commissioner Craig Dickman
Commissioner Bernie Erickson
Commissioner Ron Antonneau
Commissioner Hank Wallace
Commissioner Bill Martens
Commissioner John Hanitz

Also Present: Charles Larscheid, Brown County Port & Solid Waste
Dean Haen, Brown County Port & Solid Waste

2) Approval/Modification – Meeting Agenda

A motion to approve the meeting agenda was made by Craig Dickman and seconded by Tom Van Drasek. Unanimously approved.

3) Approval/Modification – May 11, 2009 Meeting Minutes

A motion to approve the May 11, 2009 meeting minutes was made by Bernie Erickson and seconded by Tom Van Drasek. Unanimously approved.

4) WI Department of Transportation Harbor Assistance Program Grant Application: Cat Island Chain Restoration Project – Request for Approval

Manager Haen discussed Agenda items #4, #5, and #6 together as this is one project with 3 separate components.

Brown County submitted a NOAA grant for the Cat Island Chain project requesting \$19M. A determination should be made by the end of June 2009 on the NOAA Grant. Should Brown County receive the NOAA grant, which is 100% federally funded, the Harbor Assistance Program grant would be withdrawn. Manager Haen indicated he is continuing to pursue a HAP grant to fund the Cat Island Chain project should the NOAA grant not be awarded to the Port of Green Bay. The Federal cost share is 65% Federal/35% local. Recently Director Larscheid and Manager Haen met with HC President McKloskey, County Executive Tom Hinz and Brown County Corporation Counsel to discuss how to proceed with this project including the possibility of bonding. Two options were decided on: 1) 35% of the federal project of \$34M

leaves a local responsibility of \$12M. Even if awarded the HAP grant, Brown County would need to use all port funds (approximately \$1.6M) as well as request the County to bond. Since this is a federal project, HAP can only fund up to 50%. Bond would be needed for \$4M. 2) If the project is done by the County rather than as a Federal project, Brown County would be able to receive HAP funding for 80%.

A \$19M cost-estimate was done by Lunda Construction to build the island (the Federal estimate was \$34M). Haen explained that using the cost-estimate of \$19M, with a 20% contingency, along with 80% of the eligible HAP funds in the amount of \$6.6M, would leave Brown County with financial responsibility for \$1.6M.

A motion to approve the HAP grant application and forward to the Brown County Board was made by Craig Dickman and seconded by John Gower. Unanimously approved.

5) Cat Island Chain Restoration Project Resolution – Request for Approval.

A motion to approve the resolution was made by Bernie Erickson and seconded by Tom Van Drasek. Unanimously approved.

6) U. S. Army Corps of Engineers Cat Island Chain Restoration Project Letter of Clarification – Request for Approval

Manager Haen discussed the USACE draft letter. In this letter, a request is being made to the USACE to allow Brown County to complete 35% of the Cat Island Chain project. Haen noted that Brown County would not be held to 35% of the USACE's project costs. If the letter is approved by the Commission, it will be sent to the USACE requesting a determination. Haen is confident, based on conversations with the USACE, that Brown County's request will be approved. The grant application requesting \$6.6M is written to acknowledge this requirement from the USACE before proceeding. Since bonding would not be possible until 2011, the Port would use all monies from the harbor fee and harbor dredging funds to cover the County's contribution of \$1.6M.

Commissioner Erickson suggested visual aids be provided at the PD&T meeting as well as the County Board meeting to assist in understanding the proposed scenarios. President McKloskey recommended only presenting the preferred scenario.

The island would be built to USACE specifications, however, contract awards, administration, construction supervision, etc. Discussion ensued. Staff noted that the estimate from Lunda was not a formal bid but a non-binding cost estimate based on information provided to them from Brown County. Manager Haen has discussed this issue twice with the USACE and they have indicated to Haen they would be willing to work with Brown County. Although Haen has not received a written commitment from the USACE since this may have to go through USACE headquarters as it may set a precedent. If bonding is needed, an adjustment would have to be made to the harbor fees. Eliminating the Harbor Prosperity campaign was discussed. The grant is due August 1st and a decision should be made in December 2009.

A motion to authorize the letter to the USACE regarding the Cat Island Restoration Project was made by Craig Dickman and seconded by John Gower. Unanimously approved.

- 7) U.S. Army Corps of Engineers Preliminary Renard Isle Causeway Design - Informational
Manager Haen discussed the USACE letter regarding the placement of dredged material on Renard Island. The USACE has determined that moving the dredged material to the island by land via a causeway as the most cost-effective. Haen has met with the USACE and the City of Green Bay Parks Department. Haen requested that the USACE ensure their design complies with WDNR requirements.

The next step would be to generate four cost estimates: 1) a permanent causeway accessing the east end of the island, 2) a temporary causeway accessing the east end of the island, 3) a permanent causeway accessing the west end of the island, and 4) a temporary causeway accessing the west end of the island. The City prefers the island to be accessed from the west side permanently with a pedestrian walkway on the east side. The design of a permanent causeway versus a temporary causeway was discussed. Haen explained the difference in cost between a permanent causeway and a temporary causeway is the amount which will need to be locally secured. Haen noted this was an informational update only and at this time no action is required.

By the end of summer, cost estimates should be available and at that point, staff will ask the Harbor Commission to make a recommendation to the City of Green Bay.

8) 2010 Budget Preview

Director Larscheid provided a preview of the upcoming budget. All capital budget requests have to be submitted to the Executive by July 3, 2009. Larscheid noted one major expense for a new truck for which the Port will pay a portion. To allow additional time to prepare the budget, Larscheid requested that the next Harbor Commission meeting be July 20, 2009, which is one week later than the normal schedule. The budget is due to Administration on July 24th. Director Larscheid and Manager Haen have met with Finance to discuss the Port's funds. Brown County is currently installing a new financial system as well as implementing a "lean management" philosophy to increase efficiency within the County. There is also an employee hiring freeze. Director Larscheid does not anticipate any problems/concerns with the upcoming budget. Discussion ensued.

9) Director's Report

- *Vehicle Management Policy*
New County policy requiring anyone who uses a county vehicle to meet specific requirements.
- *Strategic Plan*
The Strategic Plan, last updated in 2005, was discussed. Commissioners Dickman, Gower, Van Drasek and Wallace volunteered to be on a work group subcommittee. The group's suggestions will be brought to next month's meeting. Manager Haen invited anyone with comments or suggestions for the Strategic Plan to contact him. It was recommended the study being done by UWGB be included in the new Plan.
- *School Curriculum*
As part of the Strategic Communication Plan, Haen along with the Maritime Museum has put together a school curriculum for 4th and 6th grades. It is hoped the packet will be distributed before the start of the 2009-2010 school year. Due to the larger than expected number of area teachers who would be receiving this

packet, alternatives were discussed on ways to hold down costs - such as partnering with the Chamber of Commerce/Partners in Education or the Einstein Project.

The Strategic Plan is in its third and final year so Haen suggested the terminal operators be contacted to determine how they would like to continue with the Plan, and specifically the school curriculum. The Commission recommended follow-up with the schools to see if they actually implement the curriculum offered. Offering a workshop for continuing education credits is also being looked into.

10) Audit of Bills – Request for Approval

A motion to approve the bills was made by Bill Martens and seconded by Tom Van Drasek. Unanimously approved.

11) Tonnage Report

The tonnage for May shows 40% less ships and 46% less cargo than at this time in 2008. Haen predicts tonnage will most likely be down by 20% to 30% for 2009 overall.

12) Such Other Matters as are Authorized by Law

- *Bylsby Wetlands*

No further progress. The USACE has determined Barkhausen Pike Spawning project mitigation is ineligible since it passes through private landholders. The possibility of building a bio-filter at the south landfill was discussed as mitigation.

- *Bylsby Grass Fires*

Haen not aware of any grass fires.

- *Bylsby Building Rentals*

Haen stated Brown County is still receiving rent from Great Lakes Calcium; however the cable contractors were out of the building at the end of March 2009.

- *Dredging Fees*

The County Board passed a resolution to increase the fees for remedial dredging and capping materials. No funds have been collected to date.

13) Adjourn

A motion to adjourn was made by Hank Wallace and seconded John Hanitz. Unanimously approved. Meeting adjourned at 1:45pm.

Neil McKloskey, President
Harbor Commission

Charles Larscheid, Director
Port & Solid Waste Department

MINUTES
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
CHAPTER 21 SUBDIVISIONS ORDINANCE REVISION SUBCOMMITTEE

Thursday, June 25, 2009
Sophie Beaumont Building
111 N. Jefferson St., Conference Room B (Room E7)
Green Bay, WI
3:00 p.m.

ROLL CALL:

Michael Soletski	<u>X</u>	Dennis Reim	<u>X</u>
Bill Bosiacki	<u>Exc.</u>	Graham Callis	<u>X</u>
David Chrouser	<u>X</u>	Norb Dantine	<u>X</u>
Pat Ford	<u>X</u>	Pat Kaster	<u>X</u>
Chuck Lamine	<u>X</u>	Jon Motquin	<u>X</u>
Michael Vande Hei	<u>X</u>	Andrew Vissers	<u>Exc.</u>
Jim Wallen	<u>X</u>		

OTHERS PRESENT: Jim Griffin, Micoley & Company; Paul Kosmoski, Kos Management; Julie Yelle, Brown County Home Builders Association; and Jill Hendricks, Vision Realty & Development

1. Introductions.

The meeting was called to order by M. Soletski at 3:04 p.m.

John Luetscher, Brown County Corporation Counsel, several representatives from the Brown County Home Builders Association, and local realtors introduced themselves.

2. Approval of the May 28, 2009, minutes.

M. Soletski emailed Brown County staff with two proposed changes for the May 28, 2009, minutes. They included the addition of a paragraph summarizing that N. Dantine would talk with all town chairpersons in Brown County to assess their feelings on requiring Certified Survey Maps (CSMs) for all land divisions under 40 acres and a paragraph summarizing that M. Vande Hei had indicated this issue had not been discussed by the Town of Lawrence Planning Commission.

Motion by P. Kaster, seconded by C. Lamine, to approve the May 28, 2009, minutes with the two changes as requested by M. Soletski. Motion carried unanimously.

3. Review and action regarding the draft of proposed revisions to the Brown County Subdivision Ordinance (Chapter 21 of the Brown County Code).

a. Land division applicability - 40 acre parcel size (s. 21.04)

M. Soletski indicated that Brown County staff members had discussed agenda items prior to this meeting. He requested that C. Lamine and J. Motquin provide a brief staff report.

C. Lamine indicated that Brown County staff had proposed changing Chapter 21 to require CSMs for all land divisions for 40 acres or less because several local municipalities had expressed concerns over zoning issues involving land divisions between 10 and 40 acres. Although several communities had expressed initial interest, formal board action or involvement at the subcommittee meetings had been minimal to date. Brown County staff and the assembled subcommittee had come to the consensus that the zoning issues being faced would be best handled at the local level. He also stated that local ordinances could be changed to require CSMs for land divisions 40 acres and under in local subdivision ordinances.

J. Motquin distributed a map which detailed land division requirements within county subdivision ordinances in Wisconsin. He indicated that approximately 50% of counties have ordinances which require CSMs for land divisions 10 acres or less and the remaining counties had provisions requiring CSMs for land divisions 15 to 40 acres or less.

C. Lamine indicated that in the future, Brown County staff would provide specific recommendations for the subcommittee to consider and all related background research.

Brown County Planning Commission staff recommended that no change was needed to the Subdivision Code and to continue to require CSMs for all land divisions 10 acres or less outside of the Sewer Service Area and 40 acres or less within the Sewer Service Area.

Motion by D. Chrouser, seconded by N. Dantine, to follow staff's recommendation to leave the CSM requirement as it is currently in s.21.04 which is 10 acres or less outside the Sewer Service Area and 40 acres or less within the Sewer Service Area. Motion carried unanimously.

D. Chrouser asked if Planning staff would continue to allow for approximate wetland delineations and ESA determinations in situations where property owners requested lots exceeding 10 acres in size to be platted.

J. Motquin indicated that there are no anticipated changes in review practices with respect to ESA delineations.

b. Land division applicability – Lot line adjustments (s. 21.04)

J. Motquin indicated that the reasoning to require land divisions for lot line adjustments was to ensure that all land divisions were reviewed by either local officials or Brown County staff. He indicated that requiring CSMs for lot line adjustments had been proposed as a tool to be utilized in conjunction with the 40 acre requirement previously discussed at this meeting.

J. Motquin indicated that Brown County staff's recommendation is to keep the existing ordinance language regarding lot line adjustments.

Motion by D. Reim, seconded by P. Kaster, to follow staff's recommendation to leave the lot line adjustment language in s. 21.04 unchanged. Motion carried unanimously.

c. Clarification of language for combination CSMs (s. 21.50)

J. Wallen indicated that the use of combination CSMs has increased from the original intent of the created ordinance language. Combination CSMs must be completed if a tax parcel is to be eliminated from Brown County records. The proposed language allows for broader usage of combination CSMs in practice. The existing requirements for combining parcels will remain the same. The proposed language would allow for combining two or more parcels into fewer parcels. In researching the language, proposed changes were made in s. 21.49.

21.49 COMBINING PARCELS. A certified survey map shall be required for the combining of two or more existing tax parcels or existing parcels of record into ~~fewer parcels~~ ~~a single lot~~ unless such combining is required by the local assessor or Brown County Property Listing and is necessary for valuation purposes under s.70.23(2), Wisconsin Statutes. Certified survey maps used to combine existing tax parcels or existing parcels of record must meet the following requirements:

(1) The map shall be prepared in accordance with s.236.34, Wisconsin Statutes, and shall comply with the surveying requirements of Section 21.50 of this ordinance.

(2) The map shall be headed "CERTIFIED SURVEY MAP" and sub headed "COMBINING OF PARCELS DESCRIBED IN [*list recorded documents*]."

(3) The surveyor's certificate shall include the statement that "this certified survey map is not a division of property but a combining of and depiction of the parcels recorded in" [*list recorded documents from Brown County Records*] ~~into a single parcel and description."~~

(4) The parcels being combined must meet the following standards:

(a) They shall be contiguous.

(b) They shall be under identical ownership.

(c) They shall be within the same municipality and taxing jurisdictions.

(5) The approval procedure for such certified survey maps shall be in accordance with Section 21.48(6) of this ordinance. The Brown County Property Listing Office shall have objecting authority in the certified survey map approval process.

(6) The certified survey map shall be filed for recording with the Register of Deeds of Brown County within 30 days of the date of the certified survey map's approval and shall include the signed certificates of the surveyor, property owner, the Brown County Treasurer, and the Brown County Planning Commission. The recording data, including the CSM number, volume and page number, shall be noted on the final approved map, and the appropriate number of copies shall be forwarded to the Brown County Planning Commission for distribution to the appropriate review agencies and municipalities. Local municipalities shall be notified by Brown County of all parcel combinations recorded under this section for the purpose of

transferring any unpaid taxes or special assessments to the new lot(s) created by the combined parcels.

A motion was made by D. Chrouser, seconded by P. Kaster, to adopt proposed language changes in s. 21.49 as recommended by staff. Motion carried unanimously.

d. Lot and Outlot characteristics discussion (s. 21.63 and proposed s. 21.67)

N. Dantine indicated there is confusion about the definition of an outlot. "Outlots" are sold by developers in association with larger commercial developments such as shopping malls. He questioned if these outlots were substandard and indicated a desire to clarify the definition of an outlot.

J. Motquin indicated that Wis. Stats. 236 provides a specific definition for an outlot. An outlot is a parcel of land, other than a lot, block, or dedicated street so designated on a plat.

J. Wallen indicated that an outlot is not necessarily non-standard. If a parcel is to be platted as a non-standard parcel, it must receive the appropriate variances at the time of platting. The current definition in the Brown County Subdivision Ordinance is adequate to allow for flexibility in outlot designations.

J. Motquin discussed the current definition of an outlot in Chapter 21 and the proposed language for outlots.

Several questions were raised in regards to the proposed changes.

D. Reim indicated that the definition and the proposed language read as if both sections were both definitions. He would like to see clarification in the wording of the proposed ordinance language.

C. Lamine indicated that the proposed requirements for ownership of outlots was too narrow. He indicated he would like to see more flexibility in ownership of outlots.

Subcommittee members held discussions regarding the status and time period of ownership entities. Some entities such as LLCs were temporary in nature and may not be suitable.

J. Wallen and J. Motquin indicated that a specific traceable entity must be assigned ownership at the time of platting to ensure that the newly created tax parcel would be owned by a viable entity. If the entity is a recognized corporation by the Wisconsin Department of Financial Institutions (DFI), it would be acceptable to designate either the corporate entity or identify the individual contact listed on the DFI website.

J. Luetscher indicated that a specific definition for entity exists in Wisconsin Statutes. This definition encompasses most ownership types possible. He

suggested including this definition in the revised version of Chapter 21 and using the verbiage "viable entity" in the proposed text.

J. Motquin indicated that developers would continue to provide restrictive covenants for the usage, maintenance, and ownership transfer of outlots at the time of platting. Discussion was held regarding these requirements. Discussion included stormwater management facilities construction, maintenance, and ownership; outlots dedicated to the public; and initially landlocked parcels. Discussion clarified the requirements for each topic and feasible verbiage requirements.

D. Reim requested a clarification of Planned Unit Developments (PUDs) and how they related to labeling proposed parcels as lots versus outlots.

J. Motquin indicated PUDs were developments that were designed as a whole unit to allow for flexibility and creativity in subdividing parent parcel(s). Chapter 21 allows specifically identified platting requirements to be waived at the time of platting to promote sound planning principles. PUDs are required to be subtitled as such at the time of platting. All new proposed parcels within a PUD are designated as lots and are buildable.

J. Motquin commented on the Urban Edge Development in Suamico and discussed the history of the PUD. Two landlocked lots were approved by the Brown County Planning Commission Board of Directors. The development was the result of extensive communication between the developer, the Village of Suamico, and Brown County Planning Commission.

M. Soletski indicated that it appeared that the subcommittee had reached a consensus regarding the proposed outlot language. Due to the existing concerns discussed he entertained a motion to have staff re-draft the language and discuss the changes at the next meeting.

A motion was made by P. Kaster, seconded by D. Reim, to allow Brown County staff to edit proposed changes to reflect the discussion at this meeting and review the edits at the next meeting in July. Motion carried unanimously.

4. Other Matters.

A discussion was held on the ownership of stormwater management facilities. The subcommittee concurred that Chapter 21 was an inappropriate means to regulate these facilities. It is more suitable for local municipalities to develop their own criteria and ordinances regulating stormwater management.

5. Establish next meeting date.

The Chapter 21 Subdivisions Ordinance Revisions Subcommittee meetings are the last Thursday of each month. The next meeting will be Thursday, July 30, 2009. The meeting will be in Room 200 of the Northern Building.

J. Motquin indicated that both the regularly scheduled November and December 2009 meeting dates conflict with holidays. He has tentatively reserved meeting rooms for

November 19 and December 17. Committee members agreed to check calendars prior to the next meeting to address any potential scheduling conflicts. Exact dates will be determined at the next meeting.

Brown County staff has reserved either Sophie Beaumont Room E7 or Northern Building Room 200 for all upcoming meetings through March 2010 due to the anticipated public interest in the upcoming topics.

6. Adjourn.

A motion was made by P. Kaster, seconded by J. Wallen, to adjourn. Motion carried unanimously. The meeting adjourned at 4:10 p.m.

MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Thursday, June 25, 2009
Northern Building
305 E. Walnut Street, Conference Room 200
Green Bay, WI 54301
10:00 a.m.

ROLL CALL:

Robert Patrickus	<u>X</u>	Lynn VandenLangenberg	<u>X</u>
George Speaker, Chair	<u>X</u>	Ron Van Straten	<u>X</u>

OTHERS PRESENT: Chuck Lamine, Lori Williams, Heidi Supple, and Terry Gerbers.

ORDER OF BUSINESS:

1. Approval of the minutes of the December 13, 2007, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from AB Hospitalities, LLC d/b/a Aloft Hotel – Green Bay.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by L. VandenLangenberg, seconded by R. Van Straten, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing a loan request from AB Hospitalities, LLC d/b/a Aloft Hotel – Green Bay. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by R. Van Straten, to return to open session. Motion carried unanimously.

A motion was made by R. Van Straten, seconded by R. Patrickus, to deny the loan request from AB Hospitalities, LLC d/b/a Aloft Hotel – Green Bay. Motion carried unanimously.

3. Other matters.

C. Lamine provided the committee members with the most recent semi-annual report for the CDBG Revolving Loan fund activity.

4. Adjourn.

A motion was made by R. Van Straten, seconded by L. VandenLangenberg, to adjourn. Motion carried unanimously. The meeting adjourned at 11:25 a.m.

:lsw

PORT AND SOLID WASTE DEPARTMENT

APPROVED

7/20/09

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

CHARLES J. LARSCHIED

PHONE: (920) 492-4950 FAX: (920) 492-4957

PORT AND SOLID WASTE DIRECTOR

PROCEEDINGS OF BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **June 15, 2009**, 1:30 p.m., at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order – meeting was called to order by Vice-Chair Strenski at 1:30 p.m.

2. Roll Call

Present: Mike Strenski, Vice-Chair
Chuck Rhyner
Norb Dantinne
Mike Fleck
Dawn Goodman (arrived at 1:40pm)
Bud Harris (arrived at 1:35pm)
Allison Swanson
John Katers

Excused: Jim Rasmussen, Chair

Also Present: Charles Larscheid, Brown County Port & Solid Waste Dept.
Wess Damro, Brown County Port & Solid Waste Dept.
Tony Walter, Green Bay Press Gazette
Jacob Klaus, Green Bay Law Department
Dale DeNamur, Brown County Purchasing Dept.
Mike Michels, Cornerstone
Pam Pirman, Foth Infrastructure & Env.

3. Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Mike Fleck and seconded by John Katers. Unanimously approved.

4. Approval/Modification – Meeting Minutes April 27, 2009

A motion to approve the April 27, 2009 minutes was made by Allison Swanson and seconded by Mike Fleck. Unanimously approved.

5. Single Stream Recycling

a) Direct Haul to BOW Single Stream MRF Change – Request for Approval

Wess Damro, Recycling Manager, provided a PowerPoint presentation on the formula developed for paying Brown County customers, such as the City of Green Bay for single stream recycling processing. The information at this point is an estimate only. Based on May revenues, \$2.1M has been received for materials sorted and sold. Operating costs were \$1.9M and hauling costs & depreciation at \$3.2M. Annually, this would be a net loss for the single stream operation of approximately \$1M. Brown County's share will be 39.44% which

would give Brown County a loss for the year of \$431,000. Damro reiterated that these are only estimates at this time and the value of the materials will change as the markets improve

Damro also noted that since Brown County has prepaid a significant portion of their debt, Outagamie County has calculated the costs to account for that accordingly. With this being taken into account, Brown County's total would be \$154,000 or \$8.27 per ton.

Director Larscheid stated the Appleton Post Crescent has published articles questioning the cost passed onto Outagamie County communities. Outagamie County, however, collects the material from all the communities and there have been issues throughout the years regarding that cost.

Financially Brown County is no worse off than operating the dual stream recycling and believes it was important to offer single stream to the communities in order to them to be more efficient and more economical in their collection operations. Larscheid indicated that he felt Brown County had accomplished what they originally set out to do.

Damro explained that the difference between Brown County and Outagamie County, is that Brown County is not dealing with transfer station costs. If 18,700 tons of material goes through Brown County's facility, it will cost \$9.65 per ton to operate the facility. Adding the \$8.27 fee for Outagamie County brings the total cost per ton to \$17 to \$18 for Brown County to provide single stream recycling. Damro noted these numbers are based on the value of material in May 2009.

Recycling Responsible Unit communities who signed an agreement to partner with Brown County will receive the base charge of \$18.00 per ton. Contracted customers, such as Oconto County, will be charged an additional \$5.00 (\$23.00 per ton). All other customers, public or private, will be charged an additional \$10.00 (\$28.00 per ton). The base fee is dependant on current market conditions and the value of material. The current fee will cover Brown County's operating costs for the transfer station along with single stream education, Outagamie County's estimated costs, as well as the cost of the value of the materials.

Staff is requesting approval for a customer who wants to direct haul only to the Outagamie Single Stream facility. All costs except the transfer cost of \$3.00 per ton will still be charged. Damro noted since Brown County is not incurring the cost to transfer material, customers who haul directly to Outagamie County could save \$3.00 per ton.

Damro explained that the 39% for single stream expenses is paid by Brown County is a shared cost to transfer materials. The current contract is for two years. Since the increase year to year is minimal compared to all other factors which go into the hauling fee, increase or decreases in gas prices will not be a factor. An audit on the recycling operation of the three counties is done annually; however, there has been discussion as to whether this should be performed on a semi-annual or quarterly basis for setting prices to our customers.

Should fuel costs change dramatically, Damro felt the \$3.00 per ton direct haul fee could be adjusted, although he noted the market price of finished goods would also have to be considered.

Motion to approve the tipping fee structure as proposed, with monthly adjustments to the hauling charge based upon actual costs of hauling on a monthly basis, was made by Allison Swanson and seconded by Chuck Rhyner. Unanimously approved.

b) BOW Single Stream MRF Grand Opening & Open House

Director Larscheid informed the Board of the upcoming Grand Opening & Open House for the new Single Stream Facility. The Grand Opening is scheduled for Monday July 13 at the facility in Outagamie County. Invitations will be sent to the Solid Waste Board, Brown County Board, elected representatives including towns, villages and cities in Brown County. Short speeches from each county executive will be given and Governor Doyle (or a representative of his office) will speak. Facility tours will be available from 10:00am until noon. Exhibits will be open for viewing until 2:00pm. The Grand Opening is by invite only, however, on Wednesday, July 15th, there will be an Open House which will allow anyone access to view the facility. A commemorative plaque with the names of the County Board, Solid Waste Board, Executive, Director, and recycling staff representing each County will be displayed at the Outagamie Single Stream Facility. A smaller version of the plaque will be displayed at the Brown and Winnebago facilities. Larscheid noted that the names will be printed as they appear in the Brown County Directory.

c) BOW Single Stream MRF Staffing

Director Larscheid indicated the Single Stream Facility has been operating since the third week of May. Except for some problems with the baler everything has been running smoothly. Sloan, a recycling expert out of California, was hired to assist with the project and has been instrumental in the startup of the facility. Valley Packaging has been contracted to do the processing of materials at the new facility. A verbal agreement has been reached with Outagamie County to retain Wess Damro, Recycling Manager, for the marketing the material at the single stream facility. Damro currently markets all material at the Brown County facility. A Memorandum of Understanding is being written which would charge Outagamie 10% of the Recycling Manager's annual time & benefits as well as 5% of the account clerk's annual time and benefits. Larscheid requested comments supporting the single stream program which could be used in the upcoming press release.

6. 2010 Port & Solid Waste Budget Preview

a) State of WI Solid Waste Fee Increases

b) Brown County Waste Disposal Tipping Fees

A summary of Governor Doyle's budget recommendations was distributed to the Board. The Governor has proposed a \$4.40 increase and the Joint Finance Committee added an additional \$2.70. Director Larscheid discussed the proposed tipping fee increases as shown on the second page of the handout. The State Assembly passed the current version with relatively little change. It will now go to the State Senate. Brown County is working on a resolution to pass along the proposed increase to our customers. The Resolution will be brought before the

Board at the July Meeting. The current tipping fee at the Transfer Station is \$30.00 per ton. In the past the Department was able to subsidize the tipping fee by using excess money in some of the solid waste funds, however, these funds are now depleted. The actual cost of the Transfer Station is \$34.00 per ton. The tip fee in 2008 was \$24.00 per ton. Larscheid noted that fortunately, due to lower gas prices this year, along with the new contract, the current estimated actual cost is \$31.00 per ton. Brown County had hoped to hold the tip fee at \$30.00 for 2010. If the proposed State tip fee increase of an additional \$7.10 per ton passes, Brown County will need to pass this increase onto the communities (30% increase). Larscheid noted that most communities are on levy limits and will have a hard time paying these fees. This is the first time Brown County has had to raise tip fees mid-year. Larscheid gave kudos to Tony Walter, Green Bay Press-Gazette, for the great article he wrote getting the word out that the Brown County Board passed a Resolution opposing the state fees.

c) Brown County Budget

The P&SW Department budget needs to be to the County Executive by July 24, 2009. The next Solid Waste Board Meeting will be July 20th at which time Director Larscheid will present the proposed budget for the Board's review. One major expense will be for a new department vehicle since one of the current vehicles has a bad transmission and it would not be cost-effective to repair. Selling the VandeHei Farm to generate revenue was also discussed. Director Larscheid will bring more information to the next meeting.

7. Gas-to-Energy Facility

Mike Michels, Cornerstone, provided a progress report on the Gas-to-Energy facility. Miron Construction is the general contractor and has completed everything on site but still has some documentation reports and drawings to turn in. The power plant was started in two phases: The first week of March the power plant started. It took the first two months to get everything running properly. To date, the power plant has had one solid month of operation. There are still times when only one engine is running instead of two engines however, and troubleshooting continues on this issue. The power plant is rated at 1.85 megawatts but is only running at 1.4 megawatts primarily because of insignificant gas. There have been challenges with the old well field and some of the gas wells are clogged and need to be replaced in order to get the gas out and to the power plant. Chad Doverspike, Facility Manager, felt the gas skid system may have drawn too hard on the landfill. Due to a breakdown in communication, the power plant went down without the flare on which built pressure in the landfill and blew some of the well heads off. Currently 8 to 15 wells are considered to be redrilled. A software upgrade and new programming is also being looked into so the engines can maintain a vacuum on the well field without overpulling. Surface emission monitoring was performed as well as camera work down the wells to see where the gas is and which wells are clogged. Approximately \$4M was budgeted to build the power plant and to date that is relatively close to what has been spent. It was budgeted that the plant would generate 1.2M kilowatt hours per month but in the last 30 days only 750,000 kilowatt hours were generated. Since June 5, 2009 both engines have been running which should bring the numbers up for next month. Payment from Wisconsin Public Service for the electricity was budgeted at \$89,000 per month; however, the payment for the last 30 days was in the amount of \$56,000. Michels is confident the problems will be resolved and the numbers will be closer to the budgeted amounts. Michels stated it is typical to encounter problems whenever starting a Gas-to-Energy Power

Plant. Foth Infrastructure & Environmental has been hired by Brown County as an independent consultant for the well field and is performing a limited evaluation of the compressor and the blower. Expenses for drilling new wells and putting new well heads on will be brought to the Board for approval.

Fabco Equipment has done a good job operating the power plant. Fabco is paid 1.4¢ per kilowatt hour. If the kilowatts do not go on the grid, Fabco does not get paid. Fabco has asked for a modification to their contract regarding payment so they are able to cover their costs because of the less than anticipated revenues. Nothing has been decided on this to date but Brown County is looking into a "gap" payment. Michels feels the issues at the power plant are a shared responsibility and talks are continuing with Fabco on these issues.

8. Waste Transfer Station Operation & Hauling Contract

In April the SWB awarded the Waste Transfer Station Operation Hauler contract to Tritt Hauling. However, due to financial irregularities, the Executive Committee rejected Tritt's proposal. The Brown County Board then awarded the contract to Badgerland Hauling, who is the current hauler at the Transfer Station. Chad Doverspike, Project Manager, met with the owner of Badgerland and discussed 1) closeout the existing contract 2) startup date for new contract and 3) new issues on the new contract. Doverspike noted that for the last four months Brown County has had no issues or complaints with Badgerland. Doverspike is optimistic this will continue. Termination as well as penalty clauses are included in the new contract. Under the current contract Brown County is paying approximately \$11.93 per ton. The new 5-year contract begins August 1, 2009 and is at \$11.05 per ton based on a \$2.05 fuel price.

Prior August 1st, Brown County will ensure that everything at the Transfer Station is in working order. Badgerland will be responsible for maintenance at the facility once the new contract begins. A binder containing the weekly, monthly, semi-annual and annual maintenance items is on site and Badgerland will complete said tasks and return the checklist to Brown County staff. A checklist was not used during the current contract period.

9. Director's Report

- *Single Stream*

Larscheid has been talking with other counties on possibly bringing material to our facility. This new single stream facility was designed to handle material from Brown, Winnebago, Outagamie and Oconto Counties. At this time there is one shift, however, another shift could be added if additional materials are brought in. At least three other counties have expressed interest. Larscheid noted this would allow some expenses to be passed on which in turn would lower our costs.

- *Waste Transfer Station Contract*

As discussed at previous meetings, there have been problems with the older trucks leaking oil onto the parking area in the lower part of the Transfer Station. This oil then ran into the storm sewer and the collection pond on site. Brown County has pumped the pond twice at a cost of \$20,000 each time. Last fall a drain system was installed to catch this runoff. The older trucks have been replaced, the drains are handling the runoff and a larger aerator was installed in the pond. The pond has since remained clean. Oil dry will be kept on site should a hydraulic hose blow off and leak oil.

- *Kewaunee County*

Brown County was contacted by Kewaunee County a year ago about installing gas wells at their landfill and starting a flare. At that time Larscheid had offered to help if some type of arrangement could be agreed upon. Larscheid received a call last week regarding setting up an agreement to have some of Brown County personnel monitor their landfill. Chad Doverspike, Landfill Manager, and Craig Wirtz, Solid Waste Technician, are both familiar with gas collection systems, blowers, etc., having worked on hundreds of wells at Brown County's landfills. The Kewaunee County landfill has four wells. Larscheid requested a scope of services from Kewaunee County. Larscheid stated this would be an excellent opportunity for the department to bring in additional revenue.

- *MRF Closure*

June 29, 2009 will be the last day for dual stream collection at this facility. Money in the depreciation fund was used for the single stream facility with \$100,000 kept aside to be used for modifications to the tip floor. Staff will monitor how the facility is operating before any decision on modifications is considered. Enviro Tire was awarded the contract to remove all the recycling equipment and fill in the pits on the tip floor. Some members of the Board were concerned that Bruce Phillips, who Wess Damro has been dealing with at Enviro Tire, has had previous bankruptcies and lawsuits against him.

Damro indicated that Brown County lawyers had done a thorough background search and although they found the same information noted by the Board, Bruce Phillips was not shown as the owner. Brown County is paying Enviro Tire \$14,400 to remove the equipment and fill the pits. No long-term commitment is involved and the concrete work has been subcontracted.

- *HHW Aide Job Description Modification*

Human Resources reviewed the job description for Household Hazardous Waste Aide. This is a union position and currently the department has three aides at Hazardous Waste. Since part of the job description allows operating machinery, operation of a front end loader was added. This will allow the aides to manage the tip floor as well as perform their other duties at HHW. Wess Damro, Recycling Manager, and Chris Blan, Solid Waste Technician, met with the aides to review their new job responsibilities and create a rotating schedule.

- *Regional Household Hazardous Waste Program*

A regional household hazardous waste program with Outagamie and Winnebago Counties is being discussed. Currently Brown County holds five Clean Sweeps annually in Outagamie County. Material collected in Outagamie and/or Winnebago would be brought to our facility. Department staff would go to Outagamie two days per week and every Saturday, alternating between Outagamie and Winnebago. Brown County would bill out our cost plus a 40% surcharge. If details can be worked out and agreed upon, this program would begin in 2010.

- *Emerald Ash Bore*

Director Larscheid is a member of a group dealing with the emerald ash bore issue which has devastated parts of Michigan and Illinois. Although it has not reached this part of the State of Wisconsin yet, it is only a matter of time. To prevent further spread of the disease, infected wood must be kept for 10 years before anything further can be done with it. Director Larscheid mentioned to the group that Brown County may have property which could be used as a holding area for the infected wood, such as the East Landfill, BayPort, West Landfill or South Landfill. Ash comprises 23% of all the trees in Brown County.

- *Pyrolysis*

Oneida Tribe, NWTC and Brown County met with project developers who are interested in pyrolysis (converting specific waste into energy). The developers are associated with the Oneida Tribe. Talks are still in the preliminary stages. John Katers mentioned that in a recent article, a case study showed good results for converting waste to energy as well as using the resulting ash to increase soil fertility.

- *Delinquent Accounts*

The department's current policy for delinquent accounts is to charge interest after 30 days; prohibit customers from using the Transfer Station after 60 days; and permanently revoke privileges at the Transfer Station after 90 days and refer to Brown County Corporation Counsel for legal action. Last October, Larry's Hauling was placed on the delinquent list, interest was being charged, and information was sent to Corporation Counsel. However, as of today's date, Larry's Hauling is in arrears \$210,000. Also delinquent are Peters Concrete \$6,000 and U.S. Energy Biogas \$40,000. The Board questioned why Larry's Hauling was allowed to reach such a large amount. Larscheid indicated that due to personnel changes in P&SW as well as Corporation Counsel, this account fell through the cracks. The Board suggested the current policy be reviewed.

10. Such Other Matters as are Authorized by Law

No other matters to discuss.

11. Adjourn

Motion to adjourn was made by Norb Dantinne and seconded by Mike Fleck.
Unanimously approved.

James Rasmussen, Chair
Solid Waste Board

Charles Larscheid, Director
Port & Solid Waste Department

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

8-19-09

Agenda No.:

Motion from the Floor

I make the following motion:

To Lower The Speed Limit on County A
71 the Town of Scott From 55 to 45

Signed:

Mike Debus

District No.

13

(Please deliver to County Clerk after motion is made for recording into minutes.)

REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

<u>TYPE OF TRANSFER</u> <u>(check one)</u>	<u>DESCRIPTION</u>	<u>APPROVAL LEVEL</u>
<input type="checkbox"/> Category 1	Reallocation from one line item to another within the major budget categories	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category. <input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers. <input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.	County Executive County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental Transfer (including contingency or general fund transfers)	County Board
<input type="checkbox"/> Category 5	Increase in Expenditures with Offsetting Increase in Revenue	County Board

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Transfer \$274,964 from Fund Balance Account to:

1. \$9,468 Register of Deeds Salaries 10-7201-50-0101 for 2008 Salaries. Budgeted for one Clerk III to retire April 1, 2008 and leave position vacant for the balance of the year – employee actually retired February 1, 2008 however Administration added Turnover Reduction on top of that totally \$9,876 – therefore, only realized \$408 in turnover savings for 2008.
2. \$122,595 Register of Deeds Real Estate Transfer Taxes 10-7201-41-2300. Due to economy fewer real estate sales of real property recorded.
3. \$142,901 Register of Deeds Fees 10-7201-46-1300. Due to economy fewer real estate documents were recorded.

Register of Deeds
Department

Butch Wilgots
Department Head

6-12-2009
Date

☒ Approved
☐ Disapproved

Sam Perry
County Executive

8/12/09
Date

OK
LMW

REQUEST FOR BUDGET TRANSFER

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TYPE OF TRANSFER
(check one)

DESCRIPTION

APPROVAL LEVEL

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one line item to another within the major budget categories | Department Head |
| <input type="checkbox"/> Category 2 | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.
<input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category. | County Executive

County Board |
| <input checked="" type="checkbox"/> Category 3 | <input checked="" type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.
<input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive

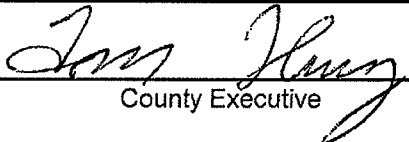
County Board |
| <input type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers) | County Board |
| <input type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue | County Board |

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

The Brown County East Landfill Gas-To-Energy Facility was brought 'on-line' to produce electricity from landfill gas in April 2009. A separate cost center has being developed to keep track of its expenses and revenues separate from the rest of the landfill finances. The following 2009 budget Items should be reallocated from Solid Waste to Gas-To-Energy:

See Attached for Account Breakdown

Port & Solid Waste Department	 Department Head	8/14/09 Date
----------------------------------	---	-----------------

<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	 County Executive	8/17/09 Date
--	--	-----------------


 8/17/09

Adjustments Needed:

Gas to Energy:

Increase	655.079.086.5700	Contracted Services	200,000
Increase	655.079.086.5501	Electric	22,500
Increase	655.079.086.5505	Telephone	2,000
Increase	655.079.086.6000.010	Depreciation - Buildings	8,750
Increase	655.079.086.6000.020	Depreciation - Equipment	336,364

Solid Waste:

Decrease	655.079.085.5700	Contracted Services	200,000
Decrease	655.079.085.5501	Electric	22,500
Decrease	655.079.085.5505	Telephone	2,000
Decrease	655.079.085.6000.010	Depreciation - Buildings	8,750
Decrease	655.079.085.6000.020	Depreciation - Equipment	336,364

REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANSFER
(check one)

DESCRIPTION

APPROVAL LEVEL

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one line item to another within the major budget categories | Department Head |
| <input type="checkbox"/> Category 2 | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.
<input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category. | County Executive
County Board |
| <input type="checkbox"/> Category 3 | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.
<input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive
County Board |
| <input type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers) | County Board |
| <input checked="" type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue | County Board |

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

This Port and Solid Waste Budget Transfer Request is for a number of Port Area budget line items. This is a mid-year correction in Port related Project activities and revenue. The revenues will offset the increased expenses from Project activities.

The line item expenses and revenue transfers are on the next page.

Port and Solid Waste Charles R. Rasmussen 8/14/09
 Department Department Head Date

- ☒ Approved
☐ Disapproved

Sam Young 8/17/09
 County Executive Date

(Signature)
 8/17/09

Port Budget Adjustments

Account	Budgeted	Adjustment	Revised Budget	Purpose
Port:				
Homeland Security Grant:				
650.078.001.4301	-	12,501	12,501	Port security grant for webcam
650.078.001.5307.100	-	1,044	1,044	Web camera repair
650.078.001.5335	-	3,500	3,500	Web camera software
650.1620	-	7,957	7,957	Web camera equipment
Additional Revenues:				
650.078.082.4600.572	-	51,898	51,898	Tipping fees for Botanical Gardens dredging project
650.078.001.4950	-	56,061	56,061	Legal fee insurance reimbursements from 2008
Additional Expenditures:				
650.078.001.5304	500	250	750	Printing of aerial photographs
650.078.001.5305	14,300	1,700	16,000	Highway H20 membership
650.078.001.5310	3,420	1,575	4,995	Ad in the 50th Great Lakes directory
650.078.001.5345	-	500	500	Wetland delineation permit application
650.078.001.5700	-	2,500	2,500	Web management and Bylsby wetland delineation work
Bylsby Ave was rented, so additional costs were incurred:				
650.078.001.4603.030	-	4,750	4,750	Bylsby rental income
650.078.001.5501	-	1,000	1,000	Electric associated with renting Bylsby house
650.078.001.5502	-	300	300	Gas associated with renting Bylsby house
650.078.001.5503	-	2,500	2,500	Water associated with renting Bylsby house
Costs for engineering for Renard Island Closure plan and legal fees were incorrectly budgeted to Harbor Fee:				
651.078.001.5700	108,360	(108,360)	-	Engineering and legal fees should be in Port
651.078.001.5708	-	25,000	25,000	Renard Island monitoring and capping costs
650.078.001.5716.100	-	58,360	58,360	Legal fees for Fox River clean-up litigation, net of 80% insurance reimbursement
650.078.001.5708	-	25,000	25,000	Engineering costs for Renard Island Closure
Harbor 217 activity:				
652.078.001.4600.572	460,000	713,000	1,173,000	Increase tipping fee revenue due to additional Federal Funding to the Corp of Engineers
652.078.001.5826	353,650	460,000	813,650	Extended 6 weeks of winter construction activity allowed for additional sediment removal

Brown County
Port & Solid Waste
Budget Status Report
6/30/2009

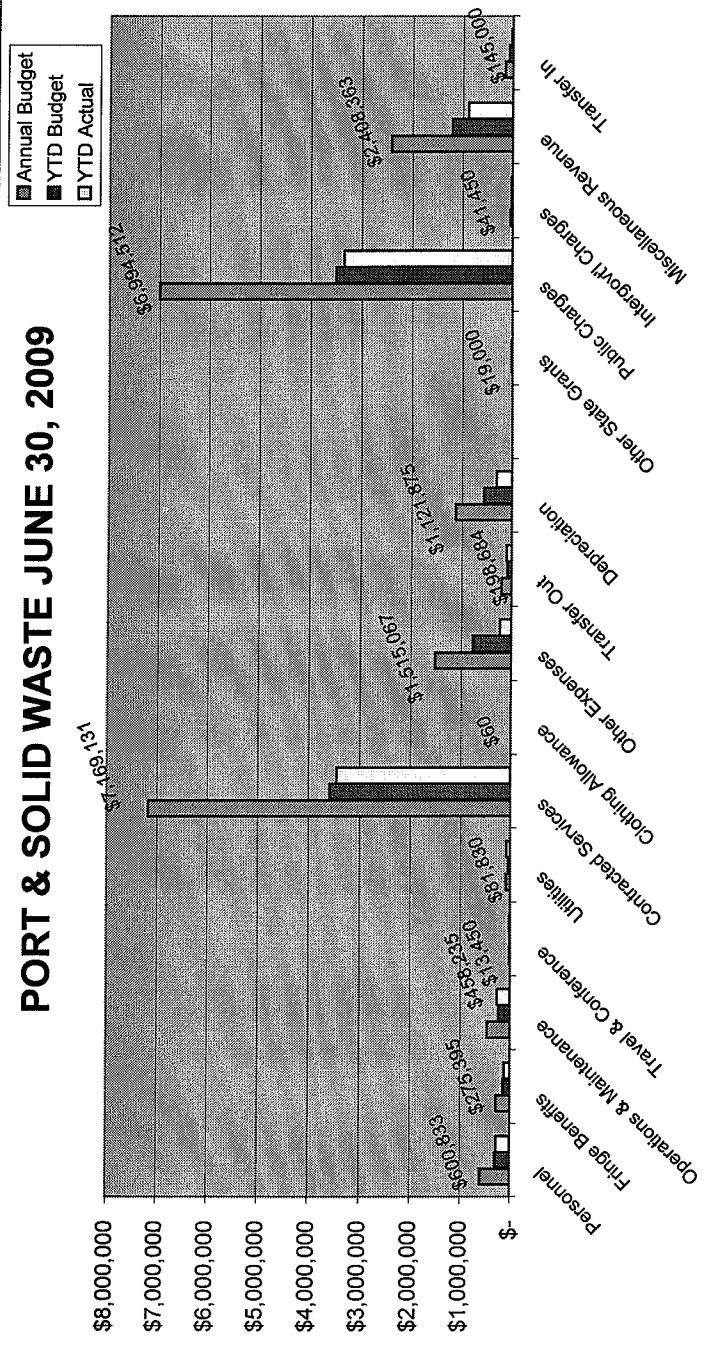
	Annual Budget	YTD Budget	YTD Actual
Personnel	\$ 600,833	\$ 293,484	\$ 275,535
Fringe Benefits	\$ 275,395	\$ 137,698	\$ 116,507
Operations & Maintenance	\$ 458,235	\$ 229,118	\$ 255,184
Travel & Conference	\$ 13,450	\$ 6,725	\$ 10,707
Utilities	\$ 81,830	\$ 40,915	\$ 75,467
Contracted Services	\$ 7,169,131	\$ 3,584,566	\$ 3,449,549
Clothing Allowance	\$ 60	\$ 30	\$ -
Other Expenses	\$ 1,515,067	\$ 757,533	\$ 225,667
Transfer Out	\$ 198,684	\$ 82,342	\$ 99,342
Depreciation	\$ 1,121,875	\$ 560,939	\$ 306,439
Other State Grants	\$ 19,000	\$ 9,800	\$ -
Public Charges	\$ 6,994,512	\$ 3,497,256	\$ 3,343,911
Intergovtl Charges	\$ 41,450	\$ 20,725	\$ 20,411
Miscellaneous Revenue	\$ 2,408,363	\$ 1,204,181	\$ 878,674
Transfer In	\$ 145,000	\$ 72,500	\$ 25,000

HIGHLIGHTS:

Expenses: Total Expenses are \$895,954 under budget. MRF operation ceased in July. Landfill maintenance activities will start in summer.

Revenues: Revenues are \$536,167 under budget. Solid Waste Fees are \$35,676 under because light spring waste disposal. Interest is \$295,990 under. Sale of Recyclables is down \$183,277.

PORT & SOLID WASTE JUNE 30, 2009



Brown County Highway
Budget to Actual State Billing
2009

Maintenance	Description	January	February	March	April	May	June	July	August	September	October	November	December	Total	Contract	Remaining	% Used
0005-01-40	Admin Non Patrol Supervision	-	-	-	102,773.04	-	-	-	-	-	-	-	-	-	179,500.00	76,728.96	57.28%
0005-01-01	Roadway Asphalt Maintenance	769.88	5,819.74	7,300.48	27,302.86	25,947.45	1,116.31	1,978.16	-	-	-	-	-	102,773.04	171,100.00	100,865.12	41.05%
0005-01-03	Roadway Concrete Maintenance	14,800.96	42,238.31	28,314.89	12,647.87	18,617.14	12,203.62	9,996.80	-	-	-	-	-	138,819.39	212,300.00	73,480.61	65.39%
0005-01-04	Roadway Concrete Maintenance-143	6,883.36	8,574.93	4,405.62	2,332.08	2,884.87	10,901.77	505.54	-	-	-	-	-	36,488.17	95,000.00	58,511.83	38.41%
0005-01-05	Roadway Shoulder Maintenance	-	-	1,371.71	16,036.82	1,894.90	-	-	-	-	-	-	-	19,303.43	30,000.00	10,696.57	64.34%
0005-01-06	Roadway Shoulder Maintenance-143	-	-	-	-	435.45	-	-	-	-	-	-	-	435.45	5,000.00	4,564.55	8.71%
0005-01-31	Roadway Facility Maintenance	268.91	2,704.53	4,669.17	16,812.27	26,166.65	9,334.07	7,788.22	-	-	-	-	-	67,743.82	107,000.00	39,256.18	63.31%
0005-01-32	Roadway Facility Maintenance-143	76.45	1,513.29	98.93	4,057.57	6,142.07	2,210.63	969.19	-	-	-	-	-	15,068.13	40,000.00	24,931.87	37.67%
0005-01-33	Roadside Vegetation	7,655.62	13,600.86	15,291.59	15,623.48	53,465.64	24,819.48	19,393.72	-	-	-	-	-	149,850.39	279,300.00	129,449.61	53.65%
0005-01-34	Roadside Vegetation-143	1,065.18	3,066.71	3,004.38	5,428.31	15,457.55	3,438.28	2,871.94	-	-	-	-	-	34,352.35	101,800.00	67,447.65	33.74%
0005-01-07	Roadway Routine Misc.	-	-	212.98	13,551.29	11,623.68	5,195.24	6,524.55	-	-	-	-	-	37,111.91	107,800.00	70,688.09	34.43%
0005-01-08	Routine Misc.-143	-	-	-	462.12	6,705.23	1,692.55	1,175.86	-	-	-	-	-	10,248.74	86,500.00	76,351.26	11.83%
0005-01-11	Winter Maintenance	260,879.92	138,034.03	142,847.59	26,713.02	3,987.00	91.41	-	-	-	-	-	-	572,562.97	1,145,000.00	572,447.03	50.00%
0005-01-12	Winter Maintenance-143	49,583.58	34,051.01	40,359.07	4,157.95	236.86	-	-	-	-	-	-	-	128,388.47	256,600.00	128,211.53	50.03%
0005-01-21	Routine Bridge	389.00	503.32	377.49	1,490.22	7,205.56	7,712.16	18,766.52	-	-	-	-	-	36,444.27	111,000.00	74,555.73	32.83%
0005-01-22	Routine Bridge-143	389.00	503.32	661.16	2,398.29	17,827.23	3,633.40	716.46	-	-	-	-	-	7,461.94	55,000.00	47,538.06	13.57%
0005-01-41	Admin Contingency Reserve	11,580.49	13,948.29	9,337.11	12,392.16	15,943.37	428.86	2,669.62	-	-	-	-	-	48,852.80	31,200.00	(17,652.80)	156.58%
0005-01-42	Admin Contingency Reserve	10,783.82	10,022.27	9,337.11	12,392.16	15,943.37	428.86	9,381.43	-	-	-	-	-	78,262.74	127,100.00	48,837.26	61.58%
0005-01-51	Local DePere/Alouez/Asm/Mason	206.00	111.79	626.61	1,192.26	15,316.42	2,589.13	1,511.76	-	-	-	-	-	24,887.36	29,400.00	4,512.64	84.65%
0005-01-61	Sign Repairs	-	-	3,960.00	-	-	-	-	-	-	-	-	-	-	29,000.00	29,000.00	0.00%
0005-01-62	Sign Repairs-143	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000.00	6,000.00	0.00%
* Includes 3 payperiods		365,332.17	274,692.40	283,055.93	266,037.30	230,748.00	95,789.49	84,251.57	-	-	-	-	-	1,579,280.25	3,372,800.00	1,793,519.75	46.92%
0005-98-20	Traffic Signing	1,488.26	6,216.16	3,714.16	959.60	3,473.60	533.49	-	-	-	-	-	-	16,385.27	70,500.00	54,114.73	-
0005-88-10	Pavement Marking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0031-01-31	Kewaunee County-Culvert Steaming	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-81-51	Marquette Bridge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-81	Security Fence	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0015-01-11	Door County	2,689.26	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-41	Shoulder Surface	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-14	Asphaltic repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0070-01-11	Winnebago Co-Haul Salt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0044-83-11	Outagamie Bridge Decks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-15	Asphaltic repair	4,077.92	6,216.16	3,714.16	959.60	3,473.60	533.49	-	-	-	-	-	-	18,974.53	70,500.00	51,525.47	-
Total		369,409.69	280,908.56	266,770.09	266,986.90	234,221.60	96,322.98	84,251.57	-	-	-	-	-	1,598,254.78	3,443,300.00	1,845,045.22	-

Construction	Description	January	February	March	April	May	June	July	August	September	October	November	December	Total	Contract
0077-03-00	Misc Damage Claims	21,921.09	42,030.33	57,785.30	39,637.36	34,769.41	13,516.88	5,623.34	-	-	-	-	-	215,283.71	-
1211-18-71	Snow Removal-STH 172	8,944.54	48.59	-	-	1,324.05	-	-	-	-	-	-	-	10,317.19	5,000.00
4075-32-60	Crack Filling-STH 96	-	-	-	-	27,853.34	-	-	-	-	-	-	-	27,853.34	-
1150-42-60	Bird Netting	-	-	-	-	7,598.10	713.33	-	-	-	-	-	-	8,311.43	-
0015-01-24	Door County Lift Bridge	-	-	-	-	19.76	45.06	-	-	-	-	-	-	64.82	-
0072-40-36	29-Traffic Control	-	-	-	-	-	90.61	452.56	-	-	-	-	-	90.61	600.00
0092-43-03		-	-	-	-	-	-	-	-	-	-	-	-	452.56	-
Total		30,865.63	42,078.92	57,785.30	39,637.36	71,564.67	14,365.88	6,075.90	-	-	-	-	-	262,373.66	-

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2009
COUNTY MAINTENANCE COSTS

CTH MAINTENANCE-2009

	BUDGET	Percentage of Budget											
		24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-09	31-Dec-09
SUMMER													
5331-100-11	740,000	37,642	104,076	183,198	255,768	325,171	360,711	371,608	-	-	-	-	50.22%
5331-100-12	270,000	-	1,513	1,652	11,788	66,233	93,379	114,483	-	-	-	-	42.40%
5331-100-13	340,000	-	2,551	2,881	3,791	18,529	60,423	116,724	-	-	-	-	48.64%
5331-100-14	25,000	260	1,039	2,347	10,804	15,351	15,489	15,739	-	-	-	-	44.97%
5331-100-15	300,000	73	6,815	23,439	30,483	114,444	150,275	179,722	-	-	-	-	59.91%
5331-100-16	300,000	551	1,360	5,001	25,719	60,652	83,255	107,801	-	-	-	-	35.93%
Total	1,885,000	38,526	117,354	218,518	338,353	600,380	763,532	906,077	-	-	-	-	48.07%
WINTER													
5331-200-21	110,000	1,418	1,683	7,069	16,528	16,866	16,866	16,866	-	-	-	-	15.33%
Storage	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	-	-	-	-	100.00%
5331-200-23	280,000	65,099	129,213	160,172	163,947	163,947	163,947	163,947	-	-	-	-	58.55%
5331-200-24	850,000	249,032	415,186	581,232	596,883	599,181	599,345	599,345	-	-	-	-	70.51%
Total	1,260,000	335,549	566,082	768,473	797,358	799,994	800,158	800,158	-	-	-	-	63.50%
MAINT SURFACING													
5331-400	250,000	15,037	30,376	43,544	58,213	85,029	98,765	112,828	-	-	-	-	45.13%
5331-701	220,000	15,081	35,125	50,223	80,039	102,315	113,432	120,286	-	-	-	-	54.68%
5331-702	100,000	5,115	13,355	21,531	27,356	37,882	43,577	52,954	-	-	-	-	52.95%
5331-100-19	235,000	-	-	121	121	19,595	38,631	55,657	-	-	-	-	23.68%
Total	3,950,000	409,308	762,292	1,102,410	1,301,440	1,645,195	1,858,095	2,047,960	-	-	-	-	51.85%

*Paint supplies for county get turned in at year end.

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2009
MACHINERY EXPENSE

OPERATION OF MACHINERY-2009

	BUDGET	24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-08	31-Dec-09	Percentage of Budget
Gasoline	45,000	11,011	12,579	14,313	16,461	19,230	21,956	23,840	-	-	-	-	-	52.98%
Diesel Fuel	900,000	52,476	101,339	148,631	169,044	198,479	242,053	283,343	-	-	-	-	-	31.48%
Kerosene	2,000	-	23	235	1,075	1,313	1,313	1,560	-	-	-	-	-	78.00%
Motor Oil	30,000	2,103	3,191	4,808	5,486	6,724	7,943	8,968	-	-	-	-	-	29.89%
Grease	5,000	869	1,159	1,159	1,527	1,769	1,892	1,892	-	-	-	-	-	37.84%
Anti-Freeze	3,000	87	124	138	408	410	465	484	-	-	-	-	-	16.13%
Repair Labor	900,000	71,454	138,258	215,394	272,107	345,417	393,267	432,961	-	-	-	-	-	48.11%
Repair Material	600,000	43,828	87,408	154,353	212,425	255,013	314,237	345,667	-	-	-	-	-	57.61%
Iron	20,000	-	487	652	996	1,268	1,315	1,315	-	-	-	-	-	6.58%
Equip Paint	8,500	218	583	1,473	1,910	2,237	2,421	2,585	-	-	-	-	-	30.41%
Tire/Tubes	50,000	7,343	14,154	19,410	23,292	33,750	39,068	44,145	-	-	-	-	-	88.29%
Batteries	7,000	431	431	654	794	1,483	2,044	2,700	-	-	-	-	-	38.57%
Equip Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Overhead	981,000	78,480	156,960	245,250	313,920	412,020	490,500	568,980	-	-	-	-	-	58.00%
Depreciation	680,000	54,400	108,800	170,000	217,600	285,600	340,000	394,400	-	-	-	-	-	58.00%
Insurance	44,000	3,520	7,040	11,000	14,080	18,480	22,000	25,520	-	-	-	-	-	58.00%
Total	4,275,500	326,220	632,536	987,470	1,251,125	1,583,193	1,880,474	2,138,360	-	-	-	-	-	50.01%

Estimate Budget Target 58%

XX Estimate

Revenue	388,939	755,863	1,105,697	1,311,278	1,591,027	1,907,611	2,206,914	-	-	-	-	-	-	
Estimated Gain (Loss)	62,719	123,327	118,227	60,153	7,834	27,137	68,554	-	-	-	-	-	-	

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2009
SHOP AND BUILDING COSTS

OPERATION OF SHOP-2009

	BUDGET	24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-09	31-Dec-09	Percentage of Budget
Indirect Labor	240,000	15,339	34,180	53,053	66,970	93,319	111,680	128,307	-	-	-	-	-	53.46%
Training	10,000	-	-	142	4,159	7,680	7,713	8,204	-	-	-	-	-	82.04%
Shop Supplies	94,000	5,978	10,873	19,265	26,585	33,757	40,335	45,496	-	-	-	-	-	48.40%
Shop Tools	21,000	2,092	4,372	5,152	6,074	7,691	7,691	8,616	-	-	-	-	-	41.03%
Tool Allow	15,000	3,985	4,391	5,013	5,398	6,235	7,045	7,437	-	-	-	-	-	49.58%
First Aid/Safety	18,000	65	449	1,478	2,031	3,491	4,425	4,811	-	-	-	-	-	26.73%
Maint Shop Equip	10,000	446	1,028	2,805	3,884	5,630	6,502	6,661	-	-	-	-	-	66.61%
Telephone	7,000	-	99	619	1,130	2,081	2,638	3,148	-	-	-	-	-	44.97%
Service Truck	55,000	4,400	8,800	13,750	17,600	23,100	27,500	31,900	-	-	-	-	-	58.00%
Credits	(12,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Depreciation	15,000	1,200	2,400	3,750	4,800	6,300	7,500	8,700	-	-	-	-	-	58.00%
Stockroom Credit	(10,000)	(2,278)	(4,469)	(7,526)	(8,652)	(9,841)	(11,170)	(12,023)	-	-	-	-	-	120.23%
Total	463,000	31,227	62,123	97,501	129,979	179,443	211,859	241,257	-	-	-	-	-	52.11%

58% X estimate

OPERATION OF BUILDINGS

Indirect Labor	76,000	-	69	69	69	69	69	69	-	-	-	-	-	0.09%
Cleanup/Lockup	60,000	3,107	7,404	11,694	15,576	20,156	24,955	29,356	-	-	-	-	-	48.93%
Cleaning Supplies	9,500	1,220	1,573	1,573	1,573	2,933	2,944	3,552	-	-	-	-	-	37.39%
Bldg Mt-Labor	90,000	13,579	23,637	33,965	42,034	51,156	54,823	59,251	-	-	-	-	-	65.83%
Bldg Mt-Material	80,000	964	2,389	5,026	6,405	13,286	13,954	15,332	-	-	-	-	-	19.17%
Bldg Mt-Machinery	3,000	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Heat	95,000	3,167	20,674	35,923	39,507	47,886	48,159	48,327	-	-	-	-	-	50.87%
Light/Power	45,000	605	4,341	8,878	10,013	16,592	19,487	22,656	-	-	-	-	-	50.35%
Water	9,000	-	-	653	1,831	2,372	3,855	4,939	-	-	-	-	-	54.88%
Fire Protection	4,500	47	94	150	150	150	225	225	-	-	-	-	-	5.00%
Salt Storage Cr.	(20,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Credit-Building Admin	(90,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Depreciation	110,000	8,800	17,600	27,500	35,200	46,200	55,000	63,800	-	-	-	-	-	58.00%
Insurance	8,000	640	1,280	2,000	2,560	3,360	4,000	4,640	-	-	-	-	-	58.00%
Admin/Eng/Traf Cr	(28,000)	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Electrician/w credit at	60,000	3,209	9,600	9,486	9,486	9,486	9,486	9,519	-	-	-	-	-	15.87%
Total	518,000	35,338	88,661	136,917	164,404	213,646	236,957	261,666	-	-	-	-	-	50.51%

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2009
ADMIN/SUPERVISION

ADMINISTRATION/SUPERVISION 2009

BUDGET		24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-09	31-Dec-09	Percentage of Budget
ADMINISTRATION														
Office Salaries	5311-101	329,662	19,090	45,508	65,338	87,890	120,353	143,567	162,736	-	-	-	-	49.36%
Travel-Staff	5311-102	500	-	215	215	221	228	228	228	-	-	-	-	45.60%
Office Supplies	5311-104	6,000	-	645	979	2,136	2,577	2,718	3,398	-	-	-	-	56.63%
Postage	5311-106	3,000	71	71	71	71	1,071	1,071	1,071	-	-	-	-	35.70%
Machine Mtr/Deprec	5311-107	4,000	320	640	1,000	1,280	1,680	2,000	2,320	-	-	-	-	58.00%
Building Exp	5311-108	16,000	1,280	2,560	4,000	5,120	6,720	8,000	9,280	-	-	-	-	58.00%
Publication	5311-109	200	-	-	-	-	-	-	-	-	-	-	-	0.00%
Bid Advertising	5311-110	500	-	123	123	123	123	200	200	-	-	-	-	40.00%
Setback Admin	5311-113	200	-	-	-	-	-	-	-	-	-	-	-	0.00%
Telephone	5311-105	4,000	36	47	266	473	892	1,138	1,351	-	-	-	-	33.78%
Data Processing	5311-111	97,603	7,808	15,616	24,401	31,233	40,993	48,802	56,610	-	-	-	-	58.00%
Indirect Cost	5311-116	141,081	11,757	23,514	35,196	46,878	58,560	70,242	81,924	-	-	-	-	58.07%
Total		602,746	40,362	88,939	131,589	175,425	233,197	277,966	319,118	-	-	-	-	52.94%
SUPERVISION														
Salaries/Fringe	5319-100	424,300	17,704	35,853	55,474	77,447	107,970	128,922	146,958	-	-	-	-	34.64%
Car Expense	5319-200	48,000	3,840	7,680	12,000	15,360	20,160	24,000	27,840	-	-	-	-	58.00%
Other Expense	5319-300	2,000	61	138	197	197	343	401	460	-	-	-	-	23.00%
Jury Duty	5319-500	1,000	-	-	-	-	106	106	106	-	-	-	-	10.60%
Training	5319-600-700	22,000	587	587	795	12,090	12,966	13,138	16,079	-	-	-	-	73.09%
Total		497,300	22,192	44,258	68,466	105,094	141,545	166,567	191,443	-	-	-	-	38.50%
INTEREST/BONDS														
Insurance (1)	5316-000	104,391	8,351	16,703	26,098	33,405	43,844	52,196	60,547	-	-	-	-	58.00%
Radio	5317-400	7,500	600	1,200	1,875	2,400	3,150	3,750	4,350	-	-	-	-	58.00%
Grand Total		1,211,937	71,506	151,100	228,028	316,324	421,736	500,478	575,458	-	-	-	-	47.48%

INSURANCE(1) AT END OF YEAR PART OF COST TRANSFERRED TO MACHINERY FUND

58%

X Estimated

BROWN COUNTY HIGHWAY
COUNTY AID BRIDGE CONSTRUCTION
ANALYSIS FOR YEAR 2009

Balance 1/1/2009	County Levy	District Levy	Total Available	2009 Expenditures	Balance 12/31/2009
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TOWN

Eaton	24,000.00	12,000.00	12,000.00	48,000.00	22,672.90	25,327.10
Glenmore	131,059.28	10,000.00	10,000.00	151,059.28	-	151,059.28
Green Bay	117,519.92	20,000.00	20,000.00	157,519.92	32,484.76	125,035.16
Holland	398,003.02	-	-	398,003.02	19,237.22	378,765.80
Humboldt	29,053.68	15,000.00	15,000.00	59,053.68	-	59,053.68
Lawrence	118,099.75	10,000.00	10,000.00	138,099.75	-	138,099.75
Ledgeview	222,927.35	4,000.00	4,000.00	230,927.35	-	230,927.35
Morrison	58,586.11	5,000.00	5,000.00	68,586.11	-	68,586.11
New Denmark	99,037.16	1,000.00	1,000.00	101,037.16	120.67	100,916.49
Pittsfield	213,745.48	20,000.00	20,000.00	253,745.48	-	253,745.48
Rockland	141,321.16	15,000.00	15,000.00	171,321.16	-	171,321.16
Scott	68,956.18	-	-	68,956.18	-	68,956.18
Wrightstown	576,702.39	50,000.00	50,000.00	676,702.39	-	676,702.39

VILLAGE

Ashwaubenon	255,208.87	-	-	255,208.87	-	255,208.87
Bellevue	144,817.25	55,000.00	55,000.00	254,817.25	-	254,817.25
Howard	430,387.02	70,000.00	70,000.00	570,387.02	-	570,387.02
Hobart	69,712.49	-	-	69,712.49	-	69,712.49
Suamico	492,492.50	22,000.00	22,000.00	536,492.50	-	536,492.50

TOTAL	3,591,629.61	309,000.00	309,000.00	4,209,629.61	74,515.55	4,135,114.06
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GRANT APPLICATION REVIEW

Department: Highway Preparer: Larry Adlebusch Date: 7/22/09Grant Title: Wisconsin Clean Diesel Grant Program Grantor Agency: DNR-passed through US EPAGrant Period: 7/22/09 to 12/31/09 Grant # (if applicable): _____

Brief description of activities/items proposed under grant:

Taking three of our current 1989 Graders and rebuilding the engine to bring them to a T-1 status for emissions. Not only will it help out the emissions but will reduce future maintenance cost by rebuilding the engines. In order for the new kits to be installed the County's portion would be \$3,684 for each unit for a cost of \$11,052.

Total Grant Amount: \$ 68,556 Yearly Grant Amount: \$ 68,556 Term of Grant: _____Is this a new grant or a continuation of an existing grant? ☒ New ☐ ContinuationIf a continuation, how long have we received the grant? 2009Are the activities proposed under the grant mandated or statutorily required? ☐ Yes ☒ NoWill the grant fund new or existing positions? ☐ Yes ☐ No If yes, explain:NAAre matching resources required? ☒ Yes ☐ No If so, what is the amount of the match \$ 11,052How will it be met? Through the equipment revenue.Explain any ongoing cost to be assumed by the Cnty (ie, maint. costs, software licenses, etc.): NAExplain any maintenance of efforts once the grant ends: NA

Budget Summary:

Salaries:	_____
Fringe Benefits:	_____
Operation and Maintenance:	_____
Travel/Conference/Training:	_____
Contracted Services:	<u>\$79,608</u>
Outlay:	_____
Other (list):	_____
Total Expenditures:	<u>\$79,608</u>
Total Revenues:	<u>\$68,556</u>
Required County Funds:	<u>\$11,052</u>

Already available in fund

APPROVALS

Brian J. Lauer
Signature of Department Head

Date: 7/22/09

Linda VanderLinden
Signature of Director of Administration

Date: 7/22/09

**STAFF REPORT TO THE
BROWN COUNTY BOARD OF SUPERVISORS
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Progress on the
CTH GV Reconstruction Project Study**

Brown County Planning Commission and Highway Department
August 24, 2009

The following tasks were completed between July 20 and August 17, 2009, for the CTH GV Reconstruction Project Study:

Examine the land uses that are planned for the project corridor.

- Brown County Planning Commission (BCPC) staff is continuing its examination of the area's land use plans to estimate future traffic volumes, trip origins, and trip destinations.

Identify the amount of developable land for each parcel along the project corridor.

- BCPC staff continues to work with the communities to complete this task.

Use the developable land, planned land use, and other information to calculate appropriate assessments for property owners along the project corridor.

- The Village of Bellevue recently addressed its assessment policy, but it is possible that the village will take another look at the policy to determine if the costs of certain street projects should be covered by the village instead of through assessments. The village is considering holding a referendum in 2010 to decide this issue.
- The Town of Ledgeview expects to address its policy during its 2010 budget development process.

Identify the sections of CTH GV that require patching or other spot improvements prior to the reconstruction project.

- The Highway Department is in the process of identifying and fixing sections of CTH GV that require patching or other spot improvements.

Proceed with right-of-way acquisition and utility installation along the east side of the CTH GV corridor and around the CTH G intersection.

- The Highway Department will begin buying right-of-way for a roundabout at the CTH GV/CTH G intersection in September of 2009, and additional right-of-way acquisition will occur in the future.

Identify the likely location of a new Fox River bridge and street/highway corridor through the Environmental Impact Statement (EIS) process.

- BCPC staff finished the written portion of the draft EIS Alternatives Identification and Analysis Report. After traffic projections for the 22 alternatives are completed by a Wisconsin Department of Transportation consultant, the full draft and a recommended set of alternatives will be presented to representatives of the state and federal cooperating agencies, the EIS Steering Committee, and the public.
- BCPC staff met with representatives of Bay-Lake Regional Planning Commission to discuss finding qualified archeologists for the EIS. BCPC staff also contacted the Wisconsin Historical Society (WHS) to find out if the WHS can help complete the EIS's archeological and historical screenings.

Apply for and receive the necessary permits from the appropriate state and federal environmental agencies.

- The Brown County Highway Department will apply for the permits as the highway is being designed.

Determine if the reconstructed highway should be four lanes or if another design would be more appropriate.

- This task will be completed at the end of the study.

Monitor the progress of the FEMA floodway/floodplain mapping project and use this information to finalize the highway's design.

- Staff will continue to monitor the project and use the information to finalize the highway's design.

A chart showing staff's progress between July 20 and August 17, 2009, is attached to this report.

Status of CTH GV Reconstruction Project Study Tasks: August 24, 2009

<u>Status</u>	<u>Task</u>	<u>Responsible Parties</u>	<u>March 2009</u>	<u>April 2009</u>	<u>May 2009</u>	<u>June 2009</u>	<u>July 2009</u>	<u>August 2009</u>	<u>Sept. 2009</u>	<u>Oct. 2009</u>	<u>Nov. 2009</u>	<u>Dec. 2009</u>	<u>Jan. 2010</u>
Completed	Receive written postponement agreements from Bellevue and Ledgeview.	BCPC, Bellevue, & Ledgeview											
Completed	Consult with WisDOT concerning use of CTH GV as detour during STH 172 project.	BCPC & BC Highway											
In Progress	Examine the land uses planned for CTH GV corridor.	BCPC, Bellevue, & Ledgeview											
In Progress	Identify the amount of developable land for each parcel along CTH GV corridor.	BCPC, Bellevue, & Ledgeview											
In Progress	Calculate appropriate assessments for property owners along CTH GV corridor.	Bellevue & Ledgeview											
In Progress	Identify sections of CTH GV that require patching or other spot improvements.	BC Highway											
Starting Soon	Proceed with ROW acquisition and utility installation.	BC Highway											
In Progress	Identify likely location of new Fox River bridge & street/highway corridor through EIS process.	BCPC											
Starting Soon	Apply for and receive permits from state and federal environmental agencies.	BC Highway											
At End of Study	Determine if design of CTH GV should continue to be four lanes.	BCPC, BC Highway, Bellevue, & Ledgeview											
At End of Study	Use completed FEMA floodway/floodplain maps to finalize design of CTH GV.	BC Highway											

Brown County
Planning
Budget Status Report
6/30/2009

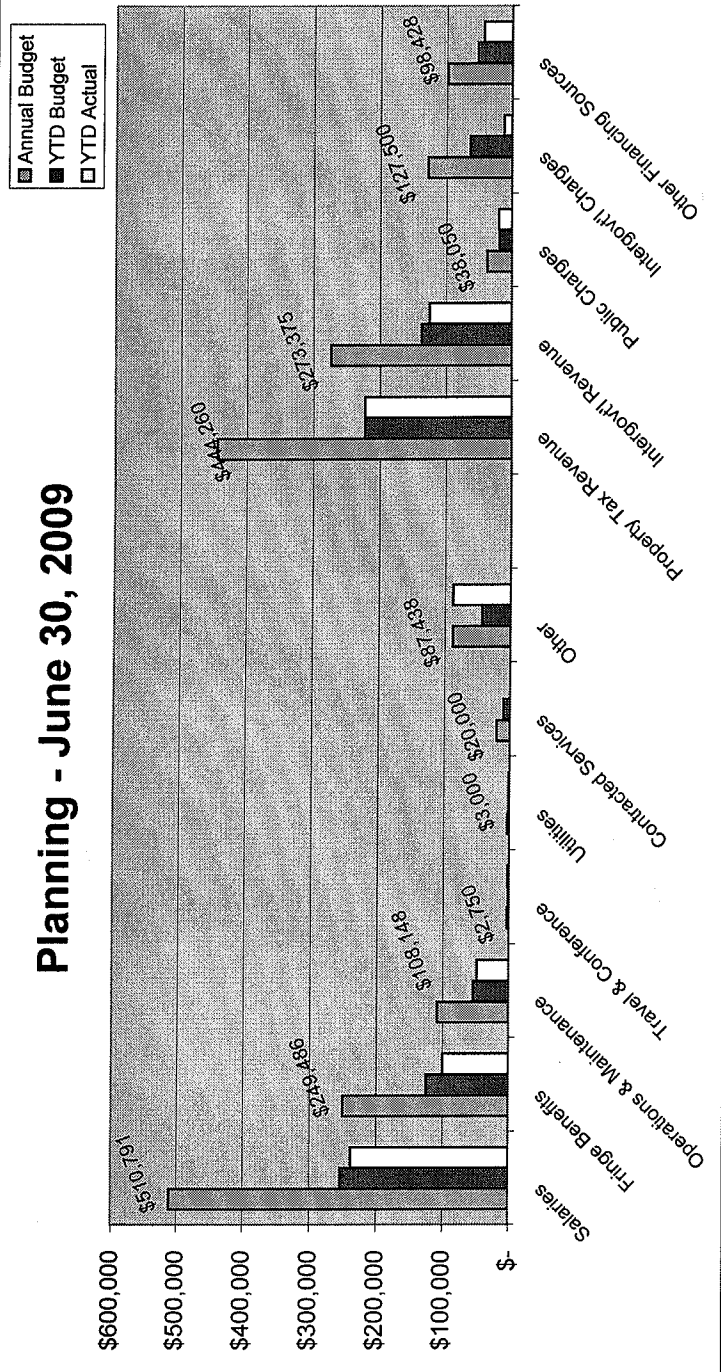
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 510,791	\$ 253,067	\$ 237,933
Fringe Benefits	\$ 249,486	\$ 124,743	\$ 100,062
Operations & Maintenance	\$ 108,148	\$ 54,075	\$ 48,815
Travel & Conference	\$ 2,750	\$ 1,375	\$ 2,357
Utilities	\$ 3,000	\$ 1,500	\$ 1,155
Contracted Services	\$ 20,000	\$ 10,000	\$ -
Other	\$ 87,438	\$ 43,719	\$ 87,438
Property Tax Revenue	\$ 444,260	\$ 222,129	\$ 222,132
Intergov't'l Revenue	\$ 273,375	\$ 136,688	\$ 125,203
Public Charges	\$ 38,050	\$ 19,025	\$ 19,946
Intergov't'l Charges	\$ 127,500	\$ 63,750	\$ 12,455
Other Financing Sources	\$ 98,428	\$ 52,699	\$ 43,729

HIGHLIGHTS:

Expenditures: Other expenditures to date is at the annual budget allocation but reflects a once per year payment for Bay-Lake Regional Planning Commission and Northeast Wisconsin Stormwater Consortium. All other categories are near budget.

Revenues: Intergovernmental Charges does not reflect revenue from work performed for the EIS for the Southern Bridge and Arterial. All other categories are near budget.

Planning - June 30, 2009



REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANSFER (check one)

DESCRIPTION

APPROVAL LEVEL

- | | | |
|-------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one line item to another within the major budget categories | Department Head |
| <input type="checkbox"/> Category 2 | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.
<input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category. | County Executive

County Board |
| <input type="checkbox"/> Category 3 | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.
<input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive

County Board |
| X Category 4 | Interdepartmental Transfer (including contingency or general fund transfers) | County Board |
| <input type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue | County Board |

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the Planning and Land Services Department 2008 deficit in the amount of \$5,593. The shortfall was mainly attributable to anticipated revenue for planning services for a Highway project that was delayed in 2008. See attached for additional details.

Decrease	Other Department Charges	\$5,593
Increase	Fund Balance Applied	\$5,593

Planning and Land Services
Department


Department Head

6/15/09
Date

☒ Approved

☐ Disapproved


County Executive

8/11/09
Date



PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

CHUCK LAMINE, AICP

PLANNING DIRECTOR

MEMORANDUM

DATE: May 20, 2009
TO: Lynn VandenLangenberg, Director of Administration
FROM: Chuck Lamine, Planning Director 
RE: 2008 Planning and Land Services Department Budget Variances

As you are aware, the Planning and Land Services Department, which includes sub-budgets for the Planning, Zoning and Property Listing functions, finished 2008 with a deficit of \$5,893. This deficit was caused primarily by the economic recession as it related to a reduction in development activity and the related permit and review fee revenues. Additionally, some anticipated revenue from grants were not awarded and anticipated reimbursement revenue for planning activities associated with the development and sale of the vacant Brown County Farm property were not realized due to a slow housing market. Several actions were taken to minimize the severity of these shortfalls for 2008 and adjustments were made to the 2009 budget to better reflect the slow down in the economy. The following narrative will describe the actions taken and an explanation for the 2008 budget variances:

PLANNING OFFICE

Expenditures:

	2008 Budget	2008 Actual	Variance
Total Salaries	\$566,344	\$537,919	\$28,425

Explanation: A Senior Planner position was left vacant for half the year due to anticipated revenue shortfalls.

2009 Budget Action Taken: A Senior Planner position was deleted from the budget for 2009.

	2008 Budget	2008 Actual	Variance
Total Fringe Benefits	\$282,626	\$251,302	\$31,324

Explanation: A Senior Planner position was left vacant for half the year due to anticipated revenue shortfalls.

2009 Budget Action Taken: A Senior Planner position was deleted from the budget for 2009.

	2008 Budget	2008 Actual	Variance
Total Contracted Services	\$20,000	-0-	\$20,000

Explanation: Due to Federal Highway Administration and the Wisconsin DOT delays in starting the Environmental Impact Study (EIS) for the Southern Bridge Corridor, we were not able to proceed with using contracted services in 2008.

2009 Budget Action Taken: Contracted services funds of \$20,000 were budgeted for 2009 and the EIS is now moving forward.

Revenues:

	2008 Budget	2008 Actual	Variance
Total Intergovernmental Rev.	\$278,375	\$264,515	\$13,860

Explanation: We were not awarded a budgeted Coastal Management Grant of \$29,542 in 2008. This shortfall was partially offset by an additional \$11,514 in Transportation Planning Grant funds that were received to initiate work on a pedestrian facility inventory and the development of a model pedestrian facility ordinance.

2009 Budget Action Taken: The Coastal Management Grant amount budgeted for 2009 was reduced to \$20,000. This grant was recently awarded.

	2008 Budget	2008 Actual	Variance
Total Public Charges	\$54,050	\$49,557	(\$4,493)

Explanation: Subdivision review fees and sewer service area amendment fees were down \$7,260 in the 2008 budget due to a slow down in development activity associated with the economic recession.

2009 Budget Action Taken: The total Public Charges budgeted for 2009 was reduced to \$38,050 in anticipation of a reduction in development activity due to the recession.

	2008 Budget	2008 Actual	Variance
Total Intergovernmental Charges	\$121,395	\$71,325	(\$50,070)

Explanation: Planning revenue from local assistance planning services was \$5,070 below budget and anticipated Other Department Charges from the Brown County Highway Commission of \$45,000 were not received due to the Federal Highway Administration and the Wisconsin DOT delays in starting the EIS for the Southern Bridge Corridor.

2009 Budget Action Taken: \$45,000 was again budgeted for the EIS project which has now been started and is back on schedule for completion in 2009. Additional revenues were budgeted for local assistance planning work contracted in 2009.

PROPERTY LISTING

	2008 Budget	2008 Actual	Variance
Total Fringe Benefits	\$138,261	\$156,777	(\$18,516)

Explanation: The Brown County Department of Administration assigned the incorrect fringe rate resulting in this line item being under budgeted.

2009 Budget Action Taken: The correct fringe rate was assigned for 2009.

	2008 Budget	2008 Actual	Variance
Survey Review Fees	\$75,000	\$48,860	(\$26,140)

Explanation: Survey Review Fees were down \$26,140 in the 2008 budget due to a slow down in development activity associated with the economic recession.

2009 Budget Action Taken: Survey Review Fees budgeted for 2009 was reduced to \$50,000 in anticipation of a reduction in development activity due to the recession.

ZONING

	2008 Budget	2008 Actual	Variance
Total Salaries	\$164,231	\$137,175	\$27,056

Explanation: A Sanitary Inspector position was left vacant for the year due to anticipated revenue shortfalls.

	2008 Budget	2008 Actual	Variance
Total Operation & Maint.	\$77,317	\$70,020	\$7,297

Explanation: Due to anticipated budget shortfalls, Operation and Maintenance expenditures were minimized where possible.

2009 Budget Action Taken: The 2009 budget for Operation and Maintenance was reduced by \$4,367 to reflect actual experience in 2008.

While 2008 included a significant slow down in the economy and several unanticipated revenue shortfalls for the Planning and Land Services Department, several measures were taken including leaving funded positions vacant and seeking additional grant revenue where possible to minimize the shortfall. The 2009 Planning and Land Services Department budget also reflects changes based on the actual experiences of 2008.

I have attached a spreadsheet which shows the Planning, Property Listing, and Zoning budgets with the annual budget amount and the actual amounts. This also shows the three budgets in the combined column.

If you have any questions, please feel free to contact me.

CL:lw

cc: Carolyn Maricque, Finance Director

REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANSFER (check one)

DESCRIPTION

APPROVAL LEVEL

- | | | |
|--|--|----------------------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one line item to another within the major budget categories | Department Head |
| <input type="checkbox"/> Category 2 | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.
<input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category. | County Executive
County Board |
| <input checked="" type="checkbox"/> Category 3 | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.
<input checked="" type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive
County Board |
| <input type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers) | County Board |
| <input type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue | County Board |

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to transfer funds from PALS – Zoning regular earnings account to PALS – Property Listing outlay in order to purchase a Trimble R8 GNSS RTK 450-470 MHz survey-grade Global Positioning System (GPS) and related essential accessories. There are funds available in the earnings budget due to the Sanitary Inspector position being unfilled.

Increase	100.066.066.6110.020 (Prop Listing Outlay-Equip \$5,000+)	\$25,620
Decrease	100.066.067.5100 (Zoning Regular Earnings)	\$25,620

PALS

Department

Chunzhan

Department Head

8/13/09

Date

☒ Approved

☐ Disapproved

Sam Wang

County Executive

8/17/09

Date

OK
8/14/09





Sales Quotation

Office Locations

ST. LOUIS
ST. CHARLES
KANSAS CITY
INDIANAPOLIS
CHICAGO
MILWAUKEE
OMAHA

Date Issued: 8/4/2009
Quote Expiration: 9/3/2009
Quote Number: 003278

Quantity	Part Number	Product Description	Sales Price	Total Price
1	R8301-51-66	Trimble R8 GNSS RTK, 450-470MHz 44085-46 ANT PORTABL 6' WHIP 425-475MHZ 50589-10 PROD R8 GNSS/R6/5800 ROVER KIT 53658-20 Base - Base & Rover Transport Case (R8 GNSS/R6/5800) 67250-66 FRU - Receiver R8 Model 3 w/ -66 Radio GPS61116B Receiver Charging Bundle B	\$22,640.00	\$22,640.00
				
1	TSC216	CU - TSC2 w/SC, no internal radio Including: 53701-00 PowerBoot Module 56064-00 Hand Strap 53688-00 Data Collector Pouch 53703-00 Stylus Pen 53704-10 Screen Protectors 56047-00 Pull tabs TSC2 PPC Companion CD 55995-00 USB Download Cable 56199-00 Getting Started Guide 53708-00 Power Supply	\$5,595.00	\$5,595.00
				
1	56044-00	Trimble TSC2 Accessory - GNSS Accessory Kit Including: 32960 Cable Lemo to DB9 53705-00 TSC2 Range Pole Bracket	\$320.00	\$320.00
1	43169-20	Rod - 2.5m Carbon Fiber Telescopic Range Pole with Bipod	\$535.00	\$535.00

SUP-7.1, F19

SALES • SERVICE • RENTALS • SUPPORT • TRAINING

REV. 1, 11/24/08



Sales Quotation

1	47926-00	Case - Pouch for Cell Phone	\$30.00	\$30.00
1	48814-50-AM	Trimble DL Trade in Program	(\$1,000.00)	(\$1,000.00)
1	48814-10-AM	Trimble GPS Trade in Program	(\$2,500.00)	(\$2,500.00)
		Note:		
Totals				\$25,620.00

Please contact us:

Terry Lueschow
 605 North 8th St, Suite 522
 Sheboygan, WI 53081
 Phone:(920) 451-8686 Ext
 Cell:(920) 980-7585
 tlueschow@seilerinst.com

This is not an invoice

Taxes and shipping charges
 are not included and may apply

Your signature below acknowledges acceptance of terms and conditions of this quote. Please sign and return via fax to: (920) 451-8696

Signed: _____

Name: _____ Title: _____

Terms: Net 30 Days

Net 30 upon approved credit, Major credit cards accepted and Financing options available

Justification for replacing the GPS

- Our existing equipment is outdated, unreliable and failing on a regular basis.
- The new equipment will allow us to continue to run a one man crew nearly all of the time freeing up staff to do other mandated duties.
- Just thru efficiency it will pay for itself in less than 3 years.
- The equipment is Virtual Reference Network (VRN) compatible and eliminates the need and related expense of a base station.
- With this equipment we can pursue additional revenue by contracting with the WDOT for corner remonumentation. Without it we cannot meet their accuracies or project deadlines. Potentially \$28,000.
- Our first generation of GPS equipment in 1994 cost \$100K the second set cost 58K. This is a lot of technology for the price.
- The data collector for our optical instrument is old and needs to be upgraded. The one in this proposed package is compatible so we get two applications for the price of one.
- This equipment could be used for projects in other departments. (i.e. locating all the POWTS systems & wells in the county or accident reconstruction).
- This equipment is used every day year round so this is not nice to have stuff this is need to have stuff.
- An increase in safety is achieved thru less staff and equipment time spent in hazardous traffic situations.

Brown County
Property Listing
Budget Status Report
6/30/2009

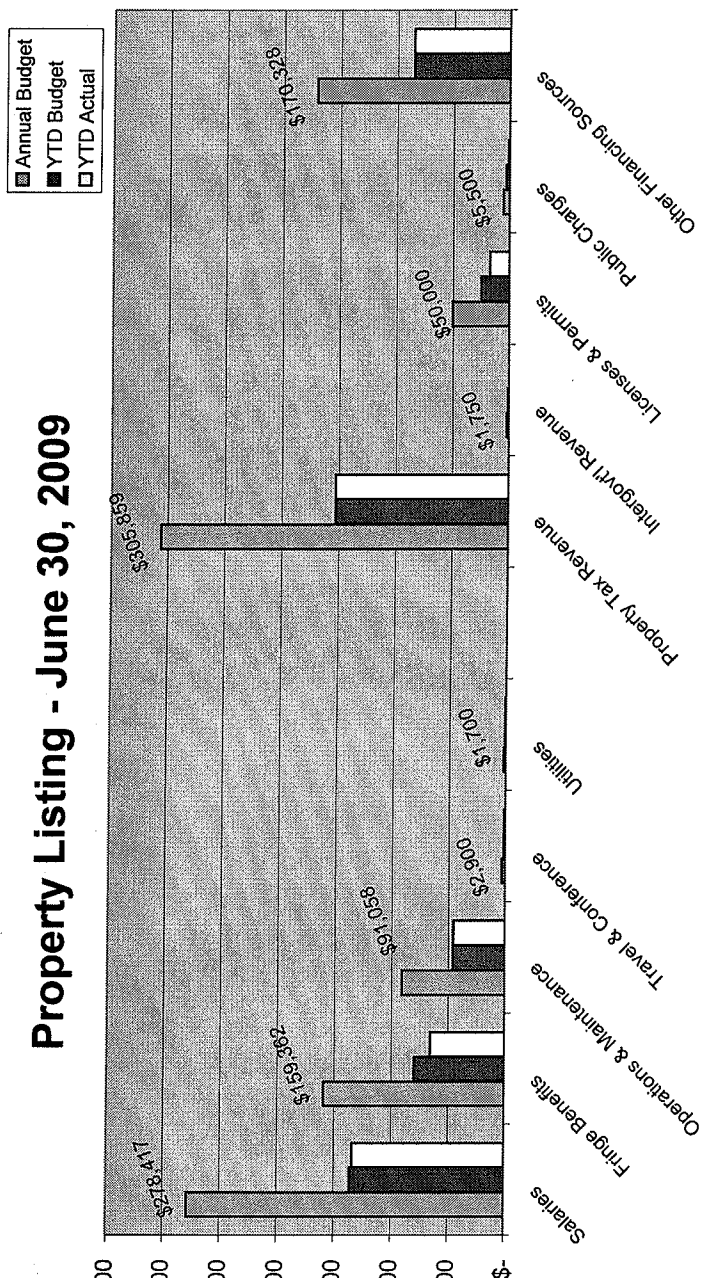
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 278,417	\$ 136,019	\$ 133,965
Fringe Benefits	\$ 159,362	\$ 79,681	\$ 65,759
Operations & Maintenance	\$ 91,058	\$ 45,530	\$ 45,446
Travel & Conference	\$ 2,900	\$ 1,450	\$ 1,100
Utilities	\$ 1,700	\$ 850	\$ 714
Property Tax Revenue	\$ 305,859	\$ 152,930	\$ 152,928
Intergov't Revenue	\$ 1,750	\$ 875	\$ -
Licenses & Permits	\$ 50,000	\$ 25,000	\$ 17,200
Public Charges	\$ 5,500	\$ 2,750	\$ 1,235
Other Financing Sources	\$ 170,328	\$ 85,164	\$ 85,164

HIGHLIGHTS:

Expenditures: Two of our employees will be taking voluntary unpaid leave which will reduce the salaries and fringe benefits expenses.

Revenues: Land division review revenue will be down until the economy picks up. However, we anticipate higher revenue than projected from Wisconsin Department of Transportation corner reimbursement.

Property Listing - June 30, 2009



Brown County
Zoning

Budget Status Report

6/30/2009

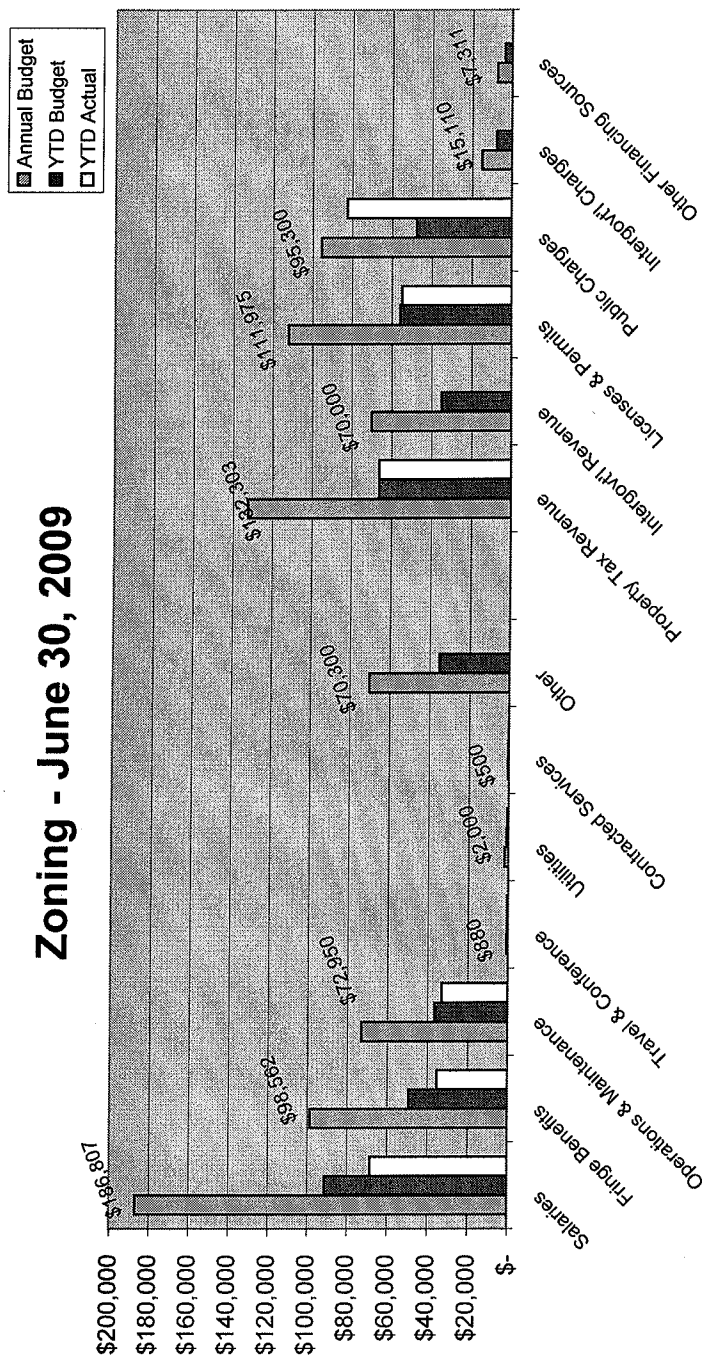
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 186,807	\$ 91,248	\$ 68,419
Fringe Benefits	\$ 98,562	\$ 49,280	\$ 35,268
Operations & Maintenance	\$ 72,950	\$ 36,475	\$ 32,998
Travel & Conference	\$ 880	\$ 440	\$ 518
Utilities	\$ 2,000	\$ 1,000	\$ 649
Contracted Services	\$ 500	\$ 250	\$ 245
Other	\$ 70,300	\$ 35,150	\$ -
Property Tax Revenue	\$ 132,303	\$ 66,152	\$ 66,150
Intergov't'l Revenue	\$ 70,000	\$ 35,000	\$ -
Licenses & Permits	\$ 111,975	\$ 55,988	\$ 54,980
Public Charges	\$ 95,300	\$ 47,650	\$ 82,466
Intergov't'l Charges	\$ 15,110	\$ 7,555	\$ -
Other Financing Sources	\$ 7,311	\$ 3,656	\$ -

HIGHLIGHTS:

Expenditures: All categories are at or near budget expectations.

Revenues: Permits and public charges are progressing at our anticipated rate.

Zoning - June 30, 2009



ZONING

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

WILLIAM BOSIACKI

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/zoning

ZONING ADMINISTRATOR

August 18, 2009

RE: Annual Private Onsite Wastewater Treatment System (POWTS) Maintenance Fee on your property tax bill

Dear Property Owner:

This is an informational letter notifying you that there will be an annual fee assessed on your property tax bill for each POWTS located on your property or properties. The State of Wisconsin has mandated that all POWTS be maintained and managed at the county level. In Brown County, this is administered by Brown County Zoning, a division of the Planning and Land Services Department.

Based on an initial review by this office, there is a structure on your parcel served by a POWTS that is not currently on the State mandated three-year maintenance program. **If this information is in error, please contact this office at (920) 448-6480 by October 16, 2009.** Please leave your name, property address, parcel number, and a daytime phone number so we can contact you to review this information. You can also provide this same information by email to bc_planning_and_land_services@co.brown.wi.us. Department staff will review the information you provide and will respond to you as soon as possible.

Enclosed is an informational sheet regarding the POWTS program. You can also access our website for more information at www.co.brown.wi.us. You will receive a more detailed parcel-specific letter about your system and its required maintenance/inspection within the next three years.

Keep in mind that regular maintenance will help to prolong your system and improve its operation. Our environment is a priority in Brown County and we hope that you look forward to protecting and preserving our/your drinking water, health, and safety by ensuring you have a properly functioning POWTS.

Sincerely,

William Bosiacki
Zoning Administrator

Enclosure

FREQUENTLY ASKED QUESTIONS

ABOUT THE PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM PROGRAM

What is a POWTS?

POWTS is an acronym for a Priate Onsite Wastewater Treatment System. A more widely used term is 'septic system.' It is intended to treat domestic wastewater. The most common onsite system used is a septic tank in combination with a drainfield. A properly designed, installed, and maintained system treats wastewater prior to its contact with groundwater and surface water therefore protecting the public health and welfare.

What is the reason for the State law?

The state law is intended to protect the health and safety of Wisconsin residents and to protect the ground and surface waters of the state. It is important to make sure that wastewater or effluent from the POWTS is being treated properly, and to identify POWTS when they are not functioning properly. If a failing POWTS contaminates drinking water, it can affect many more people than just the owner of the POWTS.

Where can I find the regulations regarding this state law?

Wisconsin Department of Commerce, Wisconsin Administrative Code was revised in 2008. Comm. 83.255(2) addresses the maintenance requirements for all POWTS, indicating the type of maintenance that must be performed on these systems and who must perform it. State Statute 145.20(5) addresses the requirement that counties must inventory all POWTS in the county and have a maintenance program in place encompassing all of these systems.

Why am I being charged this annual fee?

In 2008 the State of Wisconsin changed the State plumbing code, which the County is required to administer. The changes require that all POWTS, regardless of age, must be inspected by a qualified individual at least once every three years. If the accumulated solids in the tank(s) occupy more than one-third of the tank volume, the tank contents must be pumped. Holding tanks are systems that are serviced as needed, which can occur more frequently than once every three years. The County is required to compile a database of all POWTS located in the County and send notices to those owners due for inspection and pumping to make sure that it is completed and reported to the County once every three years. The State does not provide any funding to the County to administer this program, thus properties with POWTS are being charged an annual fee to pay for the maintenance program.

How much is the annual fee?

Currently the fee is \$11.00 per POWTS. This annual fee will be reviewed and approved each year with the county budget.

If this program has been mandated since 2008, why is this being completed now?

Most counties have not been immediately able to comply with this requirement. Statewide, there are large numbers of systems with no records at all because they were installed before there was recordkeeping of any kind by counties. Additionally, strategies for collecting and managing the program needed to be developed.

Why am I being assessed an annual fee instead of being included with the regular taxes?

The properties served by sewer districts are subject to sewer bills, including tax-exempt organizations. Likewise, only the properties that have POWTS, including tax-exempt organizations, are being charged to pay for the cost of this maintenance program.

What is the difference between a tax and the annual POWTS maintenance fee?

A tax is a blanket charge against all properties in the County; it cannot be charged against tax-exempt organizations such as churches and other governments. An annual fee is a separate charge that can be made directly on a property tax bill for specific parcels, such as any parcel served by a POWTS.

What if I don't pay the annual POWTS maintenance fee?

State law requires that any special fees be paid first when taxes are paid. If you do not include the amount of the fee when you pay your taxes, the money will still be taken from your payment, and your property taxes will show an unpaid amount of the POWTS maintenance fee, which will accumulate interest and penalties until paid.

I have a holding tank, so I don't have a POWTS.

Holding tanks are still considered privately-owned POWTS, and therefore, are included in this program. In fact, while other POWTS are only required to be inspected once every three years, holding tanks must be pumped whenever they are full. Pumpers are required to report holding tank pumping to the County every six months, so there is actually much more work and cost involved in maintaining these records.

I have a mound system, not a POWTS; or I have an in-ground system, not an above ground system.

Regardless of what type of system is installed on your property, it is a POWTS. The only properties not having POWTS are those that are connected to public sewer systems, or those buildings that don't have plumbing in them.

What will be required of me as a property owner as a result of this program?

After this initial information goes out, the County will begin sending out parcel-specific information and inspection notices. The inspection notice will have questions on it that need to be answered, thus you will have to contact a properly licensed individual to come out to inspect your system. Please keep in mind that the initial inspection of your POWTS may require an individual that is licensed as a certified soil tester to determine if your system is failing by ss 145.245. Once the inspection form is completed and returned to Brown County Zoning within the allotted timeframe and it is verified that your system is not failing, you will receive another inspection form from this office approximately three years from the last date of inspection that we have on record.

What if I have my tanks pumped every year or every two years?

Despite the fact that pumping of your system is a good practice, there is more involved with the maintenance inspection than just pumping the tank. While inspection of your POWTS every three years is the requirement, many experts in the field will recommend more frequent maintenance. If you do have your system serviced at a more frequent time interval, you may provide your pumper with a copy of the inspection form for them to complete and return to the County.

